

Munholland's Calendar

Please fill out the following and give to Charlotte Call in the church office or email to charlottec@munhollandchurch.org

Submission Deadline = 3 months

Event Date: _____ **Event Time:** _____ **Date of Submission:** _____

Event Name: _____

Submitted by: _____

Who (group/committee and # of people expected): _____

Event Coordinator name and contact information: _____

Room requested and room set up (Draw configuration on back if necessary): _____

Preparation Time: _____

Breakdown Time: _____

Use of the bus: _____

Signature: _____

Does this event require any technology (TV, projector, sound, etc.)? Please specify which one(s) are requested and we will try to accommodate.