

Today's Date: _____

Form Submitted by: _____

Office Use: Date Rec'd _____ Follow-up Required _____ Placed on Cal. _____

Buffalo Valley Church of the Brethren

Church Calendar

Form

Please complete this form and submit it to the church office in the wall slot marked "Completed Calendar Forms", or Email a completed copy to churchoffice@bvcob.com, so that information about your upcoming event can be placed on the calendar. Facilities are not officially reserved for your event until the event is placed on the calendar. If you do not find your event appearing on the calendar or it appears with wrong information, please contact the church office to correct the situation.

Ministry Team: _____

Contact Person: _____ Phone: _____

Name of Event _____

Date(s) _____ Start Time _____ End Time _____
 (of actual advertised event)

Is this a repeating event? Yes no If so, what is the end date? _____

List exceptions when this repeating event will not be held? _____

Location: _____

Facility reservation: M.G. Son RM#___ K1 K2 L Nu U M.E. NAR B ALL

Facility room Codes: M.G. (Main Gathering) – Gym/Multi-Purpose Room, Son (Son Room) - Windowed Multipurpose Room, K1 – Kitchen off Main Gathering, K2 – Kitchen off Son Room, RM – Room, L - Library, U- Upstairs Ed Wing, Nu – Nursery, B – Basement Ed.Wing, M.E. (Main Entry) – Large West Entrance Foyer, NAR – Smaller East Narthex
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Description as you would like it to read on the website calendar:

SET-UP/CLEAN-UP DETAILS	
Set up begin time: _____	Facility areas reserved for set-up: _____
Clean up End Time: _____	Facility areas reserved for clean-up: _____