

# CALENDAR EVENT REQUEST / SET-UP

(To advertise your Calendar Event please check all that apply)

- The Inspirer* Newsletter**
- Worship Bulletin Insert**
- The Republic* Newspaper**

This form filled out by: \_\_\_\_\_

Phone: \_\_\_\_\_

## CALENDAR INFORMATION

Event: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Person/Group Making Request: \_\_\_\_\_

Purpose: \_\_\_\_\_

## NEWSLETTER ARTICLE

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## FOR OFFICE USE ONLY

Date Received in Office: \_\_\_\_\_

Date(s) for Bulletin: \_\_\_\_\_

Date(s) for *Inspirer*: \_\_\_\_\_

Date Placed on Calendar: \_\_\_\_\_

By: \_\_\_\_\_

Comments: \_\_\_\_\_

(If set-up is requested, please complete other side of form) →

## SET-UP REQUESTED

**If set-up is needed prior to your calendar event please complete below:**

# of round tables needed \_\_\_\_\_

# of chairs needed \_\_\_\_\_

Are tables to be covered? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, specify covering: \_\_\_\_\_ Linens \_\_\_\_\_ Paper \_\_\_\_\_ Placemats

# of 8 foot tables needed \_\_\_\_\_

# of 6 foot tables needed \_\_\_\_\_

**Check all additional items needed below:**

\_\_\_\_\_ TV/VCR

\_\_\_\_\_ TV/DVD

\_\_\_\_\_ LED Projector

\_\_\_\_\_ Podium

\_\_\_\_\_ Screen

\_\_\_\_\_ Easel

\_\_\_\_\_ Markers

\_\_\_\_\_ Other: please specify: \_\_\_\_\_

**To help us better understand how you would like your set-up to look  
draw your set-up diagram below**

## SET-UP DIAGRAM