

CALENDAR REQUEST FORM

This form is to be used if you are requesting to have your activity/event posted on the OBCC website calendar. Requests must be submitted at least 2 weeks prior to posting date.

Date of Request: _____

Event: _____

Event Date: Start _____ **End** _____

(List alternative dates if any for this event)

Requestor Name: _____

Contact Phone: _____

Email: _____

Please describe the nature of this activity/event:

Check here if this activity/event requires the use of the Fellowship Hall:
If checked, you will be contacted by the church office after your request is approved.

Signatures:

Ministry Head

Church Scheduler

Ministry Elder-Liaison