**St. John the Baptist**

Office use only:

Date entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Calendar Scheduling Sheet**

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic/Title of Meeting or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Room is Needed: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_ am/pm Actual time of meeting/event \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_ am/pm

Circle Location of Interest

**LgHall SmHall ActivityRoom Kitchen CCEBldg Church OfficeBldg Shrine Pavilion**

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activity Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of people attending \_\_\_\_\_\_

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

*\*\*\* If you’re scheduling an activity in the CCE Bldg., you need to get it approved by Liz Farris @281-824-0877.*

*\*\*\* In case of scheduling conflict, the location of your activity may change. Teresa will call you.*

*\*\*\* You may also* ***Email*** *this information to Teresa at* ***officestjohns110@gmail.com***

*\*\*\*If any changes or cancellations please notify the Church Office as soon as possible.*