Calendar Posting Request

This form is for requesting to add or change a calendar posting.

Now that you have downloaded and opened the form, save a copy on your computer for future use.

To use this form, click in the gray areas and enter the requested information in the field. Once you have completed the form, save the form with a different file name and send it as an attachment to the email address at the bottom of the form to submit.

Event Title: Click or tap here to enter text.

Event start Date/Time: Click or tap to enter a date.

Event end Date/Time: Click or tap to enter a date.

Recurring Event/Meeting? Yes [ ]  No [ ]

If recurring event/meeting: Weekly [ ] , Monthly [ ] , Other Click or tap here to enter text.

Allow Event/Meeting to be posted on church Facebook page? Yes [ ] , No [ ]

Please provide information about the location of the meeting including address if meeting is other than on church grounds: Click or tap here to enter text.

Please provide a narrative description of your Event/Meeting:

Click or tap here to enter text.

Please provide a name and phone and/or email address for the person to contact for more information:

Click or tap here to enter text.

Please provide a brief description of a photo or image, or link to an image, that you would like to accompany the event/meeting: Click or tap here to enter text.

Images and descriptions will be reviewed and may be edited or replaced for appropriateness, style and readability. Additional information may be required before finalizing event/meeting posting on calendar or website.

Please contact the following person for questions/help with submitting this form:

Randy Paul
480-387-7797
randolphpaul@live.com