

Request to Add Event to Chapel Lane Calendar

Complete both sides of form and drop into the Calendar mailbox (located outside the church office)
or email to calendar@chapellane.org

Date form submitted: _____

Event Title: _____

Date of Event: _____

Start Time: _____ End Time: _____

One-time Event

Recurring Event

If recurring, note schedule: (e.g., "The second Tuesday of every month, except July and August")

Day of event Sun Mon Tue Wed Thu Fri Sat

Weekly **Monthly:** Every 1st 2nd 3rd 4th Week(s) of each month

End recurrence on (last date event should be scheduled): _____

List Exceptions to the recurring schedule:

All of the following information will be available to the public when the event is opened to view details:

Contact Name(s) for Event: _____

Contact eMail: _____

Contact Phone: _____

Location (Chapel Lane or another location?): _____

Description:

Is this event a fundraiser? Yes No

If yes, has this fundraiser been approved by Session? Yes No

Facilities Required:

- | | |
|-------------------------|--|
| Activity Room | Outdoor Area |
| Christian Ed Dir Office | Parking Lot (only select when event will occur in parking lot) |
| Kitchen | Parlor |
| Library | Pastor's Office |
| Main Office | Sanctuary |
| Music Room | Sunday School Room - room number: _____ |
| Narthex/Lobby | Youth Room |
| Nursery | Other (please specify): _____ |

Special Equipment Required

LCD Projector Media Cart/TV Flip Chart Display Easel

Other (please specify): _____

Questions? Contact the church office at (989) 631-2081 or email questions to calendar@chapellane.org

Relevant Interest Group (please select all that apply):

Christian Ed/Small Groups/Study Groups

Afternoon Women's Circle

Thursday Bible Study

Evening Women's Circle

Vacation Bible School

Quilting Bees

Wednesday Night Study

Sunday School

Fellowship

Adult Fellowship

Children's Fellowship

Multi-generational Fellowship

Youth Fellowship

Memorial/Funeral Service

Music

Adult Choir

Concerts/Special Music Events

Adult Handbell Choir

Orchestra

Children's Choir & Chimes

Teen Choir & Handbells

Outside/Community Groups

Note: Use by outside groups requires Board of Personnel & Office Mgmt approval

Presbyterian Women

Private Event

Session/Boards

Board of Christian Education

Nominating Committee

Board of Deacons

Stewardship Committee

Board of Personnel & Management

Session

Board of Stewards & Finance

Summer Camp

Weddings

Worship Services

Additional comments/instructions for Calendar Administrator: