

CALENDAR REQUEST FORM
Royal Lane Baptist Church

Name of Organization or Group _____

Today's Date _____ Date of Activity _____

Time of Activity _____ Time Building To Be Open _____

Nursery Needed: Yes () No () Time Nursery To Be Open _____

Room Set-Up:

A. ROOM _____

B. # Chairs _____ # Tables _____

C. Layout for Tables & Chairs (diagram) – see back of form

D. Extra Equipment: _____

() Chalkboard () Projector () Slide Projector
() Screen () Microphones () Podium

E. () Coffee () Tea () Water for _____ people

F. If meal is served: Time cook will be in _____

G. Tables Covered: () Yes () No

H. Dishes: () China () Paper

I. Time Buildings need to be ready for decorators _____

Time Activity will be over _____

Person In Charge of Activity _____

Phone _____

SPECIAL INSTRUCTIONS:

Approved _____ Copied to Calendar _____

Copies Given To: Mike Hurder _____ Lonnie Harris _____