

# UU Church of Chattanooga Calendar Request for Church Activity

**BE SURE TO COMPLETELY FILL OUT AND SIGN:**

*Thank you for planning a church activity! This form is intended to provide information needed to place your activity on the Church Calendar. This form must be submitted to the Church Administrator for approval – preferably at least ONE MONTH PRIOR to the event, so there is sufficient time to obtain approval, post it online and print it in the church bulletin. Entries preceded by \* must be completed.*

\*Name of Activity/Committee \_\_\_\_\_

\*Date of Activity \_\_\_\_\_ \*Starting Time \_\_\_\_\_  
\*Ending Time \_\_\_\_\_

*When first submitting this form, if you are unsure of the exact time of day but know the part of day (i.e., morning, afternoon, evening, morning through early afternoon, etc.), please state this. The Administrator will need a specific timeframe when your form is returned to you for either approval or clarification in the event of other approved events on the same day.*

If this will be a recurring activity, what is the schedule? (For example, 2<sup>nd</sup> Thurs of each month)  
\_\_\_\_\_

Request for particular room/space \_\_\_\_\_

\*Will event require childcare? Yes \_\_\_\_\_ No \_\_\_\_\_ \*If yes, have you contacted the approved church caregivers and had the expense approved? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Person in Charge (PIC) \_\_\_\_\_ \*Email \_\_\_\_\_

\*Home Phone \_\_\_\_\_ \*Cell Phone \_\_\_\_\_

Backup PIC \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Signature of PIC (Person in Charge)**

**Date**

\_\_\_\_\_

***This section is for OFFICE USE only.***

Event has been cleared and noted on the church calendar \_\_\_\_ Yes \_\_\_\_ No, **there is a conflict.**

Has the PIC been informed \_\_\_\_ No \_\_\_\_ Yes, by (circle one) Phone Person Email