

# CALENDAR REQUEST FORM

To have an event, meeting or class at Oak Grove UMC, please take a moment and complete this form. You MUST be on the calendar to reserve space.

Event Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Event Begins at: \_\_\_\_\_

Event Ends at: \_\_\_\_\_

Do you need set up/clean up time? (30 min)

Is this event reoccurring?  No  Yes – fill out below

Monday  Tuesday  Wednesday  Thursday

Friday  Saturday  Sunday

One Time only

Weekly for \_\_\_\_\_ weeks or  forever

Monthly for \_\_\_\_\_ months or  forever

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Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_