

## CHURCH MINISTRY SCHEDULING FORM

Today's Date: \_\_\_\_\_ Member's Name \_\_\_\_\_  
Which Team \_\_\_\_\_ Purpose \_\_\_\_\_

### Schedule or change existing MEETING or CLASS

- NEW (or additional) Meeting**  
Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Location Requested \_\_\_\_\_
- Make recurring      Recurring Start date \_\_\_\_\_ End date \_\_\_\_\_

- RESCHEDULE**  
 **ONE TIME**       **All Future Occurances**

Check all that apply:

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> <b>DATE</b><br>From _____<br>To _____ | <input type="checkbox"/> <b>DAY OF WEEK</b><br>From _____<br>To _____ | <input type="checkbox"/> <b>TIME</b><br>From _____<br>To _____ | <input type="checkbox"/> <b>LOCATION</b><br>From _____<br>To _____ | <input type="checkbox"/> <b>OTHER</b><br>_____ |
|--|---|--|--|--|

### Schedule EVENT

Name of Event \_\_\_\_\_  
Event Contact \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
Event -- Date \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**Setup** -- Date \_\_\_\_\_ Time \_\_\_\_\_      **Tear down** -- Date \_\_\_\_\_ Time \_\_\_\_\_

Setup and Tear down that *can not* be accomplished on M-F between 8am-Noon is the team's responsibility to take care of. You can arrange for the church sexton to be here after hours and/or weekends; however, they will need to be compensated from the event budget.

#### Location(s)

- |  |                                    |   |
|--|------------------------------------|---|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Oberholtzer     | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Offsite at _____ |

#### Requirements for Event

- Request sexton for \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
and also on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
- For special set-up - Complete page 2 - Event Setup Form
- Childcare Requested - Complete request on page 3 (Request requires 3 weeks advanced notice)
- For Childcare please print page 4 and for the team to distribute to parents (check box when completed)  
(Children attending ESUMC childcare for the first time need to complete this Health/Medical release form page 4)
- Online Registration is requested - Complete request on page 5 (Request Requires 3 weeks advanced notice)
- A registration fee of \$ \_\_\_\_\_ per \_\_\_\_\_ will be collected. (Print page 6 for collection procedure)
- Audio/Visual Resources requested - Complete request page 7 (Request requires 2 weeks advanced notice)