



**RIVERSIDE BAPTIST  
CALENDAR REQUEST**

*This form is also available online at [riversidebaptist.ca](http://riversidebaptist.ca)*

Today's Date \_\_\_\_\_ Person Making Request \_\_\_\_\_  
Event Name \_\_\_\_\_

**DESCRIPTION OF YOUR EVENT**

Date \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
If off site, substitute departure time and returning time.

Regularly Occurring [Start Date \_\_\_\_\_ / Stop Date: \_\_\_\_\_]

Location of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Rooms Needed (if at the church building): \_\_\_\_\_

- Location has been secured, if off site
- Contract and payment information attached

Audio/Visual Needs: \_\_\_\_\_

Other Needs (promotion, cost, etc): \_\_\_\_\_

**OFFICE USE ONLY**

- Request Accepted
- Further Information Requested
- Request Denied

Church Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_