

# CALENDAR REQUEST FORM



**PAINESVILLE ASSEMBLY OF GOD**

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10949 Johnnycake Ridge Road // Painesville, Ohio // 44077

Phone: 440.354.6805 // Fax: 440.354.8907

**Today's Date:** \_\_\_\_\_

**Group Leader's Name & Phone Number:** \_\_\_\_\_

**Name of Group & Event:** \_\_\_\_\_

**Details of Event/Activity (be specific):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time (beginning and end time):** \_\_\_\_\_

**Is Event Off-Site?** Y or N **If yes, where:** \_\_\_\_\_

**Display on Public Calendar:** Y or N

**If event is on-going, please complete the following information:**

**Date From:** \_\_\_\_\_ **Date Event Ends:** \_\_\_\_\_

**Weekly (list day of week):** \_\_\_\_\_

**Monthly (list week # and day):** \_\_\_\_\_

**Exception Dates:** \_\_\_\_\_

**Location(s) Requested:**  
**(Please Circle What Is Needed)**

Upper Level Kitchen	Choir Room
Children's Worship Center	Foyer
CWC A	Nursery
Kitchen	Room B4
Room A3	Room B5
Room A4	Room B6
Room A5	Sanctuary
Room A6	Upper Room
Room A7	Youth Chapel

**Audio-Visual Needs:**

- ☐ TV
- ☐ VCR
- ☐ Screen
- ☐ Projector
- ☐ Computer
- ☐ Microphone(s)
- ☐ Other

**Facility Details:**

Number of Tables Requested: \_\_\_\_\_ Number of Chairs Requested: \_\_\_\_\_

Room to be set up as follows:

**Paper Product Needs:** (Please be as specific as possible with what you need as well as how many, now that all paper products are locked in the pantry)

**Transportation Needs:**

- ☐ White Van – 13 total passengers
- ☐ Silver Van – 12 total passengers

Please list driver's name. \*\*Drivers must have a *Ministry Driver Screening Form* on file in the office prior to the event. If you are unsure if they have one, you can contact the church office and we will provide one.

Driver's Name: \_\_\_\_\_

**Important:**

**\*\*Cancellations:** If you cancel a meeting or event, contact Jamie Taylor at the church office (440) 354.6805 or via email at [jamie@painesvilleag.com](mailto:jamie@painesvilleag.com).

**\*\*Bulletin:** If your event needs to be announced, all announcements must be submitted via email to Jamie at [jamie@painesvilleag.com](mailto:jamie@painesvilleag.com) or by written letter no later than 10am on the Tuesday before the Sunday service. There are sometimes earlier deadlines due to vacations or holidays. Please contact the Church office if you have any questions concerning a deadline. It is always best to submit announcements as soon as possible to avoid missing the deadline or available space. Please request from the office a bulletin policy for full details on what can be included in the bulletin if needed.