

## Hope Evangelical Lutheran Calendar Request Form

Please completely fill out this form, save filled form, attach to your email and send to [calendar@hopeelca.com](mailto:calendar@hopeelca.com). If the event needs Council approval please make sure to submit it on the Friday before the 2nd Wednesday. 2nd Wednesday of each month is when Council meets.

Or print it out and deliver to the church office between 9am and 2 pm Monday-Friday.

Date Requested for Event \_\_\_\_\_ Estimated Number of Attendees \_\_\_\_\_  
Month      Day      Year

Beginning Actual Time for Event \_\_\_\_\_ Setup Start Time \_\_\_\_\_  
AM \_\_\_\_\_ AM \_\_\_\_\_  
PM \_\_\_\_\_ PM \_\_\_\_\_

Ending Actual Time for Event \_\_\_\_\_ Cleanup End Time \_\_\_\_\_  
AM \_\_\_\_\_ AM \_\_\_\_\_  
PM \_\_\_\_\_ PM \_\_\_\_\_

Area(s) of Church Requested (Sanctuary, Luther Hall, Parlor, Classroom 2, 5, 6, or 7, Parking Lot, Yard, etc.)

Event Name

Event Description

Organization Name

Your Name  
First \_\_\_\_\_ Last \_\_\_\_\_

Contact Information  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

Please download form, completely fill out form, save form, attach form to your email and send to [calendar@hopeelca.com](mailto:calendar@hopeelca.com)

Received by Calendar Chair \_\_\_\_\_ Approved by Calendar Chair \_\_\_\_\_

Approved by Council \_\_\_\_\_ Added to Calendar \_\_\_\_\_