



Eastern Community Church

"Real Worship for Real People"

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Online Calendar Request Form (CRF), rev. April 2017

Please complete this Calendar Request Form (CRF) to request a calendar date for ministry meetings, programs, special events, and worship services. For all programs, special events, and worship services, please complete the [Event Planning and Approvals \(EPA\)](#) form.

Guidelines for Timely Submission

1. A minimum of 90 days, (3-12 month preferred for proper planning of all programs, special events, and worship services)
2. A minimum of 2 weeks for requesting ministry meetings and other non-Eastern events
3. Allow a 5-day turnaround time for calendar and building access approvals
4. Allow a 2-week turnaround time for approval of all programs, special events, and worship services

* Indicates required field

Date Submitted *

Name of Ministry *

Email *

Ministry Leader/Event Coordinator *

<input type="text"/>	<input type="text"/>
First	Last

Phone Number *

Choose One *

- New Event
 Cancellation
 Change
 Reschedule
 Rental

Type of Event *

- Eastern
 Non-Eastern
 Non-Eastern Meeting
 Non-Eastern Rental

Title of Event *

Description of Event *

Proposed Date(s)/Time(s) –Include Early Set-up/Clean-up Time For example: 03/23/2016, 7:00pm - 8:00pm; early set up 6:30pm; clean-up 8:00pm - 8:30pm *

Alternate Date(s)/Time(s)–Include Early Set-up/Clean-up Time For example: 03/23/2016, 7:00pm - 8:00pm; early set-up 6:30pm; clean-up 8:00pm - 8:30pm

Pastor Attendance Required? *

- Yes
- No

Location (may choose more than one location) *

- Fellowship Hall
- Library
- Sanctuary
- Classroom A (Nursery)
- Classroom B (Youth)
- Outdoor Event (Parking Lot)
- Off Site Event

Additional comments, if any

SUBMIT

We Would Love to Have You Visit Soon!

Hours

Sunday Services:
7:30am and
10:00am

Telephone

(301) 322-9787 Church
(301) 322-9240 Fax

Email

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