

Save the Date Form  
*For church events not occurring at the church facility*

Name: \_\_\_\_\_

Name of church group involved: \_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

In case of scheduling conflicts, is there an alternate date? \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For events occurring in the church building or on the church grounds,  
please fill out a Facility Usage Request, available in the office.*

Save the Date Form  
*For church events not occurring at the church facility*

Name: \_\_\_\_\_

Name of church group involved: \_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

In case of scheduling conflicts, is there an alternate date? \_\_\_\_\_

Description of Event: \_\_\_\_\_

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