

St. John the Baptist

Ministry Calendar Scheduling Sheet

Office use only:	
Date entered	_____
Key issued	_____
Key Returned	_____

Date Submitted: _____

Topic/Title of Meeting or Event: _____

Ministry: _____

Date(s): _____

Time Room is Needed: _____ - _____ am/pm Actual time of meeting/event _____ - _____ am/pm

Circle Location of Interest

LgHall SmHall ActivityRoom Hall Kitchen CCEBldg Church OfficeBldg

Contact Person: _____

Phone Number: _____

Email: _____

Activity Details: _____

of people attending _____

of tables needed _____ # of chairs needed _____

Need hall set up? Yes or No (attach a diagram if needed)

Need a key to building? Yes or No

*** If you're scheduling an activity in the CCE Bldg, you need to get it approved by Liz Farris @281-824-0877.

*** In case of scheduling conflict the location of your activity may change. Teresa will call you.

*** You may also **Email** this information to Teresa at **stjohns110@att.net**

*** If any changes or cancellations please notify the Church Office as soon as possible.