



Master Calendar Date Request Form

Office of Church Administration

Bishop W. James Thomas, II, D. Min., Senior Pastor

PLEASE NOTE: Complete and email to MinistrySupport@CalvaryForward.org

Please do not announce any activities that have not been confirmed by the Church Office. ALL fields are required. Dates are reserved on a first-come, first-served basis.

Date Submitted:

Submitted By:

MINISTRY INFORMATION

Name of Ministry:

Ministry Leader:

Telephone:

Email:

DATE, TIME, AND LOCATION REQUESTED

Date:

Start Time:

End Time:

Location Requested (Campus & Room):

Is this a recurring event/meeting?: -

Requested day of the week: -

Frequency (yearly, quarterly, monthly, bi-weekly, weekly, etc.):

Additional details:

ALTERNATIVE DATE *The alternative date will be considered if the preferred date or location is unavailable*

Date:

Start Time:

End Time:

CHURCH OFFICE USE ONLY

Status:

Preferred Date Approved

Alternative Date Approved

Pending

Not Available

☐
☐
☐
☐

Notes:

**Entered on
Calendar By:**

**Date
Entered:**