



239 Rocky Creek Road, Simpsonville, SC 29680
 PO Box 635, Simpsonville, SC 29680
 Church Office: 864-967-7905

EVENT SUBMISSION FOR CALENDAR

Department/ Ministry:	Date of Request:
Name of Requestor:	Telephone:

Requestor Signature:

EVENT INFORMATION

Event Name:	
Event Start Time:	Event End Time:
Event Location:	
Equipment Needed:	

EVENT DESCRIPTION AND DETAILS

ACTION BY EVENT COMMITTEE

Please check one action below

APPROVED \$ _____
 PENDING
 DISAPPROVED

Reasoning _____