

St Paul Calendar Request Form

What? _____ When? Date(s) _____ Time: _____ to _____
If repeat event, need ending date.

Room Wanted _____ Time to start preparation _____ Finished clean up time _____

Please circle: one-time only weekly monthly

Where, if other than Saint Paul? _____

Further description of event: _____

Do you want this event in the banner on the home page of St. Paul's web site? Yes (circle if yes)

Submitted by: _____ Date submitted _____

Telephone number _____ e-mail: _____

Instructions

What? - Enter a short description of the event. Limit to 15 characters and spaces

When? Enter date of event, i.e. 9-16-08. If event repeats then enter ending date also.

Time: Enter starting time of event, i.e. 10:30 am, 7 pm and **To:** Enter estimated ending time of event.

Room Wanted - Enter the requested room.

Time to start preparation - If preparation time is required, enter time to start and time finished.

Circle if meeting is just one time, weekly, or monthly.

Where, if other than St. Paul? Enter address if not at St. Paul. Include street address or name of park, public building, etc., City, and State or zip code.

Further Description of event : If you want any additional information about the event to be shown if that event is clicked on, enter the information here.

Home Page Banner Requested - Circle Yes if you are requesting a entry on the Home page banner. You must provide further description of the event.

Submitted By - Enter your name and supply the **Date Submitted**.

Telephone - enter your telephone number and/or **e-mail** address if questions arise and for confirmation that the event has been posted.

Give the form to the Administrative Assistant to be put on the Calendar.

For changes, an e-mail, note or telephone call to the administrative assistant explaining the changes or deletions.