

# HHUMC Church Calendar Request Form

Welcome! This form is designed to help you submit your event for inclusion on the church calendar. Please fill out all sections to the best of your ability. The more information you provide, the better we can promote your event and ensure its success.

Name:

Date of submission:

## General Information

- Event Title: (e.g., Fellowship Dinner, Just for Guys, Holy Yoga, Bible Study, Reunion Group, choir, bells, Prayer Group, etc.)
- Event Description: Briefly describe the event and its purpose. What will happen? Who is it for? What are the expected outcomes?
- Event Date(s): Please specify the date(s) of the event, including any recurring dates if applicable.
- Event Time(s): Please specify the start and end times of the event, including any setup or teardown time.
- Event Location: Specify the location within the church or other venue where the event will be held.
- Contact Person: Provide the name and contact information of the person responsible for the event.

## Event Details

- Target Audience: Who is this event intended for? (e.g., all ages, families, young adults, seniors)
- Estimated Attendance: How many people do you expect to attend?

- **Event Activities:** Briefly describe the activities or program planned for the event.
- **Resources Needed:** Will you need any equipment, furniture, or other resources from the church? If so, please list them here.
- **Refreshments:** Will you be serving refreshments? If so, please specify what and if any kitchen access is needed.
- **Promotion:** How do you plan to promote your event outside of the church calendar? (e.g., social media, flyers, bulletin announcements)

### **Additional Information**

- Is this event open to the public?
- Are there any fees associated with this event?
- Is there anything else you would like us to know about your event?

Once you have completed this form, please submit it to [office@hhumc.com](mailto:office@hhumc.com) or a hard copy submission to our office manager.

Thank you for your submission! We look forward to helping you promote your event.

A ministry leader will contact you with any questions and/or to let you know that this event has been scheduled.