CALENDAR SCHEDULING REQUEST

Chevy Chase United Methodist Church
7001 Connecticut Avenue ✎ Chevy Chase, MD 20815 ✎ (301) 652-8700
website: www.chevychaseumc.org / Email: ccumcoffice1@verizon.net

Use the form below to notify the office of your request for any activity, event, or meeting that your group or committee plans to hold at the church or will sponsor elsewhere. Email or mail the form to the church office at above address or drop the form in the Scheduling Request Box outside the church office. After scheduling an event, please notify the office of any changes to your meeting times or dates, including cancellations.

EVENT TITLE: _____

DATE:_____
(Or indicate if this is a regularly scheduled meeting such as "2nd and 4th Tuesday of each month")

TIME: Start_____ **a.m. or p.m.** **End** _____ **a.m. or p.m.**
(Circle one) (Circle one)

NUMBER of Expected Participants: _____

LOCATION (Room) PREFERENCE: _____

ROOM SET-UP and EQUIPMENT NEEDED: (check all that apply)
(If you would like a specific set up for the room, please attach a rough diagram of the room with tables/chairs/ podium, etc. for our custodian.)

____ **TV**
____ **VCR (DVD_____ or VHS Tape____)**
____ **Tables**
____ **OTHER**
(Explain)_____

CONTACT INFORMATION TO BE INCLUDED ON THE CALENDAR (optional)

Name: _____
Phone Number:_____
Email Address:_____

INFORMATION BELOW FOR INTERNAL OFFICE USE ONLY:
Scheduling Request Completed By:
Name: _____
Telephone (Day): _____ **(Evening)** _____
(Cell / Other): _____
Email Address: _____
____ **Chairs**
____ **Microphone**
____ **Podium**