

**NNBC – Calendar Request Form**

New Request     Change     Cancellation

Name of Event: \_\_\_\_\_

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Group/Class: \_\_\_\_\_ Date of Event: \_\_\_\_\_

NNBC Location: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Off-Campus Location: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Person In Charge: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Equipment/Special Requests: \_\_\_\_\_

=====

**Your event on the church calendar is not confirmed until notified by the church office**

Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_                      Date Confirmed: \_\_\_\_\_ By: \_\_\_\_\_

Date Entered on Online Calendar: \_\_\_\_\_ By: \_\_\_\_\_                      Staff Representative: \_\_\_\_\_