

*Park Windsor Baptist Church*  
**CHURCH CALENDAR "PINK"  
CHANGE FORM**

**FOR OFFICE USE ONLY.**

APPROVAL DATE: \_\_\_\_\_

by \_\_\_\_\_

Please submit THIS PINK form to request DATE/TIME CHANGE, ADD A NEW event (i.e. meeting or rehearsal) or CANCEL/POSPONE an event via the *Master Church Calendar*. ALL EVENT edits must be APPROVED by the Pastor.

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Department /Ministry: \_\_\_\_\_

**"ORIGINAL"**  
**EVENT INFORMATION REQUIRED**  
(Please print and complete)

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_  AM  PM

EVENT NAME: \_\_\_\_\_

**DESCRIPTION OF EVENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**"CHANGE"/RESCHEDULE**  
**EVENT INFORMATION REQUIRED**  
(Please print and complete)

CHANGE DATE TO: \_\_\_\_\_

TIME: \_\_\_\_\_  AM  PM

EVENT NAME: \_\_\_\_\_

**REASON FOR CHANGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* NEW EVENT INFORMATION \*\***

(If event is not on the Master Church Calendar, the "NEW" event (i.e. program, meeting/rehearsal, etc.), must be approve by Pastor.

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

REASON FOR ADDING A NEW EVENT: \_\_\_\_\_

\_\_\_\_\_

