

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: _____

FOR OFFICE USE ONLY:

Date Received: _____

Pastor's Approval: _____

Date Approved: _____

APPROVAL STAMP HERE

NOTES: