Meridian Baptist Church
660 South Third Street, El Cajon, CA 92019
Phone: (619) 444-3171

Calendar Scheduling Form

Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.

Today's Date: _____

Name of church program organization: _____

Event: _____

Event Date: _____

Day of week (circle): Sun. Mon. Tue. Wed. Thu. Fri. Sat.

Beginning time: _____ Ending Time: _____

Facilities Needed: _____

Number of Anticipated Participants: _____

Person in charge: _____

Phone: _____

Email: _____

Additional Comments/Special Needs:

Office Use Only:

Date and space requested is available: Yes ☐ No ☐

Approved: Yes ☐ No ☐

Event placed on Master Calendar by: _____ Date: _____

Comments: _____