

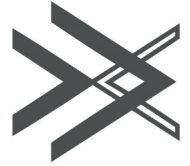
# Calendar My Event Form

(For off site events only)

*This form is only for off-site events in order to place them on GPBC's calendar. We appreciate knowing of events as far in advance as possible.*

If you would like your event publicized to the church community, please fill out a Communication Request Form.

2374 SW Vermont St  
Portland, OR 97219  
Phone: 503.452.9375  
FAX: 503.452.0287



Date Received \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Date Changed \_\_\_\_\_  
Change Approved \_\_\_\_\_

**EVENT NAME** \_\_\_\_\_

**MINISTRY AREA** (i.e., All Church, Youth, Personal, etc.) \_\_\_\_\_

**DAY(S) & DATE(S)** \_\_\_\_\_

**Start time** \_\_\_\_\_ **Ending time** \_\_\_\_\_

**Location** \_\_\_\_\_

**Is there a cost to attend this event?** Yes    No    How much? \_\_\_\_\_

**NAME** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **OTHER PHONE** \_\_\_\_\_

**Notes/additional info:**

All fundraisers must be pre-approved by the elders. Please allow extra time for this process.

Will there be fundraising at or for this event? Yes    No

If so, have you filled out a Project Request Form? Yes    No