

Event Request Form

This form must be completed in **FULL** and turned into Kelley for event to be considered

Today's Date: _____

Name: _____ Contact #: _____

Event Name: _____

Event Date(s): _____ / _____ Start/End Times: _____ / _____

Doors Unlock/Lock Times: _____ / _____ Setup Date/Time: _____ / _____

Location(s): Sanctuary Education Building Fellowship Hall
(Check all that apply) 55+ Suite Activities Building Student Building
 Flat Top Building Other: _____

Additional Requests or Information: