

CHRISTIAN HERITAGE ACADEMY

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CALENDAR & SPACE SHARING REQUEST FORM

Instructions:

1. Before filling out the form, download it and "File/Save As" to your own files.
2. Please click into text areas to enter your information.
3. When complete, close & save your form.
4. Send completed form as an email attachment to:

Janis Kahren, CHA Calendar Coordinator (jkahren@christianheritage.org)

(This form may be also printed, completed by hand and submitted off-line.)

Today's Date: _____

Name of Event: _____ Class or Group Participants: _____

First Contact Person: _____ Phone: _____ Email: _____

Second Contact Person: _____ Phone: _____ Email: _____

MAIN EVENT INFORMATION

Please enter *actual* event start & end times, and publicized event location(s), in this section.*

*Note: Set-up/Take-down and rehearsals should be filled out in Total Space & Time Needed section below.

<u>Day of week</u>	<u>Month</u>	<u>Date</u>	<u>Year</u>	<u>Event START time</u>	<u>Enter AM or PM</u>	<u>Event END time</u>	<u>Enter AM or PM</u>	<u>Location</u> Please include room number as well as room name.

Would like your event posted on the CHA Calendar? Circle or highlight one: ___ Yes ___ No

TOTAL SPACE & TIME NEEDED

Please enter TOTAL Space and time needed for this event, including:

- Rehearsals
- Set-up/Take-down

<u>Day of week</u>	<u>Month</u>	<u>Date</u>	<u>Year</u>	<u>Event START time</u>	<u>Enter AM or PM</u>	<u>Event END time</u>	<u>Enter AM or PM</u>	<u>Space(s)</u> Please include room number as well as room name.	<u>Activity</u> (For example, rehearsals; set-up, etc.)