

COMPLETE AND SUBMIT TO THE CALENDAR COORDINATOR

Date: _____

**REQUEST TO SCHEDULE FUNCTION AT ST. STEPHEN'S EPISCOPAL CHURCH
OR HAVENS CENTER**

Brief Description of Function _____

Group Sponsoring Function _____

Contact Person _____ Phone # _____

Person(s) Coordinating Function:

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Phone # _____

Phone # _____

Email Address _____

Email Address _____

If this is a "Special" Event: Date of Function _____

Day of Week _____

Set Up Time _____ Starting Time _____ Time of Completion _____

If this is an "Ongoing" Event: Is it Weekly? _____ Monthly? _____ Other? _____

What day(s) of the week or the month _____

Start up Date _____ Completion Date _____

Set up Time _____ Starting Time _____ Time of Completion _____

Dates NOT Meeting Due to Holiday, Conflicts, Etc. _____

LOCATION OF FUNCTION:

Room(s) Needed _____

Number of Tables and Chairs Needed _____

Special Equipment Needed _____

TV/VCR _____ Sound Equipment _____

Other _____

Number of Expected Participants: Adults _____ Youth (11-18) _____ Children (4-10) _____

Is Child Care Needed? Yes _____ No _____

No. of Children: 0-12 Mo. _____ 2-3 yrs _____ 4-6 yrs _____ 7-10 yrs _____

****NOTE: If Childcare is needed, this scheduling sheet must be in the church office at least
2 weeks prior to event**

If the event is after Church hours, person who will open and lock up/set alarm:

Name _____ Phone # _____

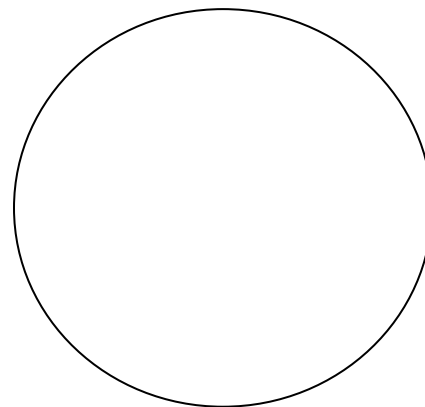
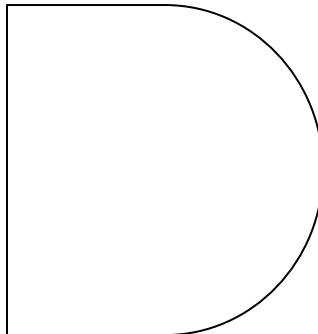
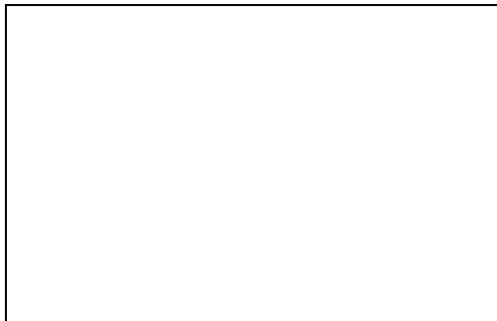
Description of food being served (if any) _____

Is food being prepared on the premises? Yes _____ No _____

Person Responsible for Kitchen clean-up: Name _____

Phone # _____

Please sketch or write in below the set-up needed for the room(s) requested. Show door locations.



Please return to Patty Thomas either by email, pthomas@ststephenshouston.org

FAX: 713-528-4179 or mail

St. Stephen's Episcopal Church

1805 W. Alabama, Houston, Texas 77098

or you may leave it in my box in the Volunteer Office.

Thank You!!