HISTORIC TANNER CI		Annual Calendaring Requests							
CALENDAR OF AC		DUE JUNE 30 <sup>th</sup>							
Mail to: Historic Tanner Chapel A.M.E. Church, 700 East Jefferson Street, Suite #300, Phoenix, AZ 85034   Email to: tannerchapel@tannerchapel.org   Fax to: (602) 253-4079 Please list ONE activity per row and provide ALL the necessary information to ensure proper scheduling of your activity. PLEASE NOTE: ROOM   MEETING SPACE DESIGNATIONS ARE ASSIGNED BY THE OFFICE BASED ON FUNCTION NEEDS AND SPACE AVAILABILITY.									
Date of Submission:		Conference Year: Name of Organization:							
Contact Person:		Cell Phone:		Daytime Phone:					
Email Address:									
NAME & DESCRIPTION OF ACTIVITY	DATE REQUESTED	START TIME/ END TIME	SETUP TIME REQUIRED	# OF PPL/# OF ROOMS	SERVING FOOI	D EVENT SUNDAY REG TABLE / BULLETIN FLYER			
One Time Event: Weekly: Monthly: Yearly:	Day:           Day:           Opt 2 Date:           Day:           Day:	Preferred	NO VES 30 min before event 60 min before event	# OF PPL ATTENDING: 	NO VES Description:	<ul> <li>□ NO SUN REG TABLE Bulletin Flyer Only:</li> <li>□ YES □ NO</li> <li>□ YES SUN REG TABLE Flyer w/Reg Info:</li> <li>□ YES □ NO</li> </ul>			
One Time Event: Weekly: Monthly: Yearly:	PREFERRED DATE: Day: Opt 2 Date: Day: Opt 3 Date: Day:	Proforred	NO YES 30 min before event 60 min before event	# OF PPL ATTENDING: 		<ul> <li>□ NO SUN REG TABLE Bulletin Flyer Only:</li> <li>□ YES □ NO</li> <li>□ YES SUN REG TABLE Flyer w/Reg Info:</li> <li>□ YES □ NO</li> </ul>			

ALL CALENDARING REQUESTS MUST BE SUBMITTED <u>TWO WEEKS</u> PRIOR TO YOUR SCHEDULED FUNCTION

## Historic Tanner Chapel A.M.E. Church CALENDAR OF ACTIVITIES & EVENTS REQUEST FORM

Mail to: Historic Tanner Chapel A.M.E. Church, 700 East Jefferson Street, Phoenix, AZ 85034 | Email to: tannerchapel@tannerchapel.org | Fax to: (602) 253-4079

NAME & DESCRIPTION OF ACTIVITY	DATE REQUESTED	START TIME/ END TIME	SETUP TIME REQUIRED	# OF PPL/# OF ROOMS	SERVING FOOD	EVENT SUNDAY REG TABLE / BULLETIN FLYER
One Time Event: Weekly: Monthly: Yearly:	PREFERRED DATE: Day: Dyt 2 Date: Day: Day: Day: PREFERRED DATE: Day: Day: Day: Day: Day: Day: Day: Day	START TIME:         ?referred :         Opt2:         Opt3:         END TIME:         Preferred:         Opt2:         Opt3:         START TIME:	NO YES 30 min before event 60 min before event	# OF PPL ATTENDING: # OF ROOMS NEEDED: # OF PPL	NO VES Description:	<ul> <li>NO SUN REG TABLE Bulletin Flyer Only:</li> <li>YES □ NO</li> <li>YES SUN REG TABLE Flyer w/Reg Info:</li> <li>YES □ NO</li> </ul>
One Time Event: Weekly: Monthly: Yearly:	Day: Opt 2 Date: Day: Opt 3 Date: Day:	Preferred :	YES 30 min before event 60 min before event	# OF ROOMS NEEDED:	VES Description:	<ul> <li>NO SUN REG TABLE Bulletin Flyer Only:</li> <li>YES □ NO</li> <li>YES SUN REG TABLE Flyer w/Reg Info:</li> <li>YES □ NO</li> </ul>
One Time Event: Weekly: Monthly: Yearly:	PREFERRED DATE: Day: Opt 2 Date: Day: Opt 3 Date: Day:	START TIME:         ?referred :         Opt2:         Opt3:         END TIME:         Preferred:         Opt2:         Opt3:	NO YES 30 min before event 60 min before event	# OF PPL ATTENDING: # OF ROOMS NEEDED:	NO YES Description:	<ul> <li>NO SUN REG TABLE Bulletin Flyer Only:</li> <li>YES □ NO</li> <li>YES SUN REG TABLE Flyer w/Reg Info:</li> <li>YES □ NO</li> </ul>

## Historic Tanner Chapel A.M.E. Church CALENDAR OF ACTIVITIES & EVENTS REQUEST FORM

Mail to: Historic Tanner Chapel A.M.E. Church, 700 East Jefferson Street, Phoenix, AZ 85034 | Email to: tannerchapel@tannerchapel.org | Fax to: (602) 253-4079

NAME & DESCRIPTION OF ACTIVITY	DATE REQUESTED	START TIME/ END TIME	SETUP TIME REQUIRED	# OF PPL/# OF ROOMS	SERVING FOOD	EVENT SUNDAY REG TABLE / BULLETIN FLYER
One Time Event: Weekly: Monthly: Yearly:	PREFERRED DATE: Day: Opt 2 Date: Day: Opt 3 Date: Day:	START TIME:         Preferred :         Opt2:         Opt3:         END TIME:         Preferred:         Opt2:         Opt3:	NO YES 30 min before event 60 min before event	# OF PPL ATTENDING: 	NO YES Description:	<ul> <li>NO SUN REG TABLE Bulletin Flyer Only:</li> <li>YES □ NO</li> <li>YES SUN REG TABLE Flyer w/Reg Info:</li> <li>YES □ NO</li> </ul>
One Time Event: Weekly: Monthly: Yearly:	PREFERRED DATE: Day: Opt 2 Date: Day: Opt 3 Date: Day:	START TIME:         ?referred :         Opt2:         Opt3:         END TIME:         Preferred:         Opt2:         Opt3:	NO YES 30 min before event 60 min before event	# OF PPL ATTENDING: # OF ROOMS NEEDED:	NO VES Description:	<ul> <li>□ NO SUN REG TABLE Bulletin Flyer Only:</li> <li>□ YES □ NO</li> <li>□ YES SUN REG TABLE Flyer w/Reg Info:</li> <li>□ YES □ NO</li> </ul>

## Additional Comments/Concerns: