

**TANNER CHAPEL AFRICAN METHODIST EPISCOPAL CHURCH
CALENDAR OF ACTIVITIES & EVENTS REQUEST FORM**

**DUE
JUNE 30th**

Mail to: Tanner Chapel A.M.E. Church, 700 East Jefferson Street, Phoenix, AZ 85034
Email to: tannerchapel@tannerchapel.org

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 FOOD	EVENT REGISTRATION/ BULLETIN FLYER
	Opt 1 Date: Day: Opt 2 Date: Day: Opt 3 Date: Day:	START: Opt1: Opt2: Opt3: END: Opt1: Opt2: Opt3:	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 30 min before event <input type="checkbox"/> 60 min before event	# OF PPL: # OF ROOMS:	<input type="checkbox"/> NO <input type="checkbox"/> YES Description:	<input type="checkbox"/> NO Flyer: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES Flyer w/tear-off: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Opt 1 Date: Day: Opt 2 Date: Day: Opt 3 Date: Day:	START: Opt1: Opt2: Opt3: END: Opt1: Opt2: Opt3:	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 30 min before event <input type="checkbox"/> 60 min before event	# OF PPL: # OF ROOMS:	<input type="checkbox"/> NO <input type="checkbox"/> YES Description:	<input type="checkbox"/> NO Flyer: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES Flyer w/tear-off: <input type="checkbox"/> YES <input type="checkbox"/> NO

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Additional Comments/Concerns: