

# Covenant Presbyterian Church

## Covenant Christian School

### Master Calendar Entry Form

Please remember to notify the office if this event is cancelled, rescheduled or changed in any way. Original form should be given to Todd Mitchell (CPC) or Bob Hayes (CCS) and give a copy to Becki Swartz. ***If the bus is needed, please contact Bob Hayes.***

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_ Email: \_\_\_\_\_

The event is to be placed on the Master Calendar for (check one)

church  school  both

other \_\_\_\_\_

Event: \_\_\_\_\_

Age \_\_\_\_\_ Class/Committee \_\_\_\_\_ Group/Team \_\_\_\_\_

group/grade \_\_\_\_\_

Where will event be held? \_\_\_\_\_

Date of event? \_\_\_\_\_ # attending \_\_\_\_\_ # of Chaperones \_\_\_\_\_

Event times From \_\_\_\_\_ To \_\_\_\_\_

Time facilities will be needed including set up and take down or clean up

From \_\_\_\_\_ to \_\_\_\_\_

Has this event received the approval of the Session, Diaconate or CCS Headmaster?

Yes  No

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities needed (check all that apply):

- |                               |  |   |
|-------------------------------|--|---|
| <input type="checkbox"/> a/c  | <input type="checkbox"/> Fellowship Hall                 | <input type="checkbox"/> Classroom #                |
| <input type="checkbox"/> gym  | <input type="checkbox"/> Sanctuary                       | <input type="checkbox"/> Tables #                   |
| <input type="checkbox"/> keys | <input type="checkbox"/> Kitchen                         | <input type="checkbox"/> Chairs #                   |
| <input type="checkbox"/> TV   | <input type="checkbox"/> Overhead Projector              | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> VCR  | <input type="checkbox"/> Bus (see 2 <sup>nd</sup> sheet) | <input type="checkbox"/> Sound and video Equipment* |

\* Sound and Video equipment must be operated by an approved technician. Call church or school office to make arrangements.

Please list other comments below. This form is available on the church/school website at [www.covenantpca.net](http://www.covenantpca.net). Also, please note: the White tables and chairs in the fellowship hall are not to be taken from the building. The older brown tables are available for outside use and can be borrowed if needed. Anything moved from one area to another must be put back. If you need to borrow anything from the church or school, please see Todd Mitchell.

Mode of Transportation for Field Trip:  parents  teachers  bus (see available)

**If parents and teachers are driving, list names and cell numbers.**

Name	Cell #	Name	Cell #

Please make sure to do the following:

- Notify the office the morning of the field trip if you will not be having lunch at school
- notify the special area teacher(s) if your class will not attend their class
- carry your permission forms and any necessary student medication

**Bus Request Form for Field Trips**

Time of Departure from CCS:		Time of return:	
Destination		Contact at Destination	
<b>Chaperone names</b>		<b>Cell numbers</b>	
Number of passengers		Who will be purchasing the gas?	

**It is the teacher's responsibility to insure the availability of the bus and driver before turning in this form.**