

St. John the Baptist
Ministry Calendar Scheduling Sheet

Office use only: Date entered _____ Key issued _____ Key Returned _____
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Date Submitted: _____

Topic/Title of Meeting or Event: _____

Ministry: _____

Date(s): _____

Time Room is Needed: _____ - _____ am/pm Actual time of meeting/event _____ - _____ am/pm

Circle Location of Interest

LgHall SmHall ActivityRoom Kitchen Church OfficeBldg Shrine Pavilion St. Francis

Contact Person: _____

Phone Number: _____

Email: _____

Activity Details: _____

of people attending _____

Do you need a key? YES / NO *** If yes, please pick up a key prior to your event at the parish office, Monday – Friday from 10am – 5pm. Please **do not** call a staff member to open hall/Room for you during the weekend or after hours. Key must be returned the next day.

*** If you're scheduling an activity in the CCE Bldg, you need to get it approved by Liz Farris @281-824-0877.

*** In case of scheduling conflict, the location of your activity may change. Teresa will call you.

*** You may also **Email** this information to Teresa at **officestjohns110@gmail.com**

***If any changes or cancellations please notify the Church Office as soon as possible.