



WORD OF LIFE

Activity Reservation Form

Today's Date _____

Failure to provide complete information could result in a lack of important details that your participants may need to see in an upcoming bulletin. Bulletin announcements appear two weeks prior to date of activity.

- I. Date of Activity** _____
- A. Time of Activity _____
- B. Cost per Person _____

- II. Department and Person Responsible** _____
- A. Mailing Address *(to receive copy of activity reservation form upon approval)* _____
- B. Telephone Number _____
- C. Email Address: _____

III. Areas and/or Items Needed:

- A. Main Building: Yes No
1. Which Rooms _____
- B. Transportation: Yes No
Van (number of vehicles needed): _____
- C. Number of Tables Needed _____
- D. Number of Chairs Needed _____
- E. Childcare: Yes No

Draw Diagram of Room Setup:

- IV. Please give a brief description of your activity:**
- _____
- _____

- V. Would you like this activity to appear in the bulletin?** Yes No
- A. Please write in detail how you would like the bulletin to read: _____
- _____
- _____

Office	<i>Date Submitted</i> _____	<i>Date Mailed</i> _____
Use	<i>Accepted</i> _____	<i>Person Contacted</i> _____
Only	<i>Denied</i> _____	<i>Departments Contacted</i> _____
	<i>Reason for Denial</i> _____	<i>Depot Guidelines Mailed</i> _____
	<i>Revision/Comments</i> _____	<i>Park Shelter Guidelines Mailed</i> _____