

Procedure: Processing Calendar Forms

This is for Foothills Staff not congregante facing

Church Wide Events (Facility Use & Promotion Form)

Until we figure out how to authorize iFrames see the PDF for the steps needed to process the information in a church wide event

[Processing Church Wide Event Form.pdf](#)

Regular Group Meeting Space Request Form

1. Update Summary from Notes
2. Add Contact Person
3. Determine Church Center Visibility
4. Update Event Managers
5. Add Department Tag

Revision #6

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