



**“CHANGE” OR “ADD DATE” REQUEST FORM**

**This form should be used to request “a date change” of an event that has already been approved to be placed on the church calendar and/or to “add a date” to the church calendar that has not been previously approved.**

Please check appropriate box:  Date Change  Add Date

Name of Ministry \_\_\_\_\_ Date: \_\_\_\_\_

Type of Activity or Function \_\_\_\_\_

Original Date of Event: \_\_\_\_\_ Original Start Time: \_\_\_\_\_

New Date Requested: \_\_\_\_\_ New Start Time: \_\_\_\_\_

State reason for date change / add date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Ministry Group Leader

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**Do Not Write Below This Line. For Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Available  Yes  No

Approved  Not Approved

\_\_\_\_\_  
Pastor Delbert A. Mack, Sr.