

The Cathedral of St. John the Evangelist

CALENDAR ENTRY FORM

*Please complete all fields so that your meeting or event can be entered in the Cathedral Calendar.
If set-up cannot be adequately described with this form contact the Cathedral Office to discuss it.
Submit this form to the Cathedral Office or email to stjohns@stjohns-cathedral.org
or fax to 509-747-4403*

Today's Date: _____

Committee/Group in Charge: _____

Contact Person Name: _____

Contact Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contact Daytime Phone(s): _____

Event: _____

Room / Location: _____

Event Date(s) (include years): _____

Event Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Take-down Time: _____

Other Info: _____

Additional Info Attached

For Office Use Only

Entered By: _____ Reservation Number: _____

Entered On: _____