**First Baptist Church**

**2024 Ministry/Organization**

**Planning Form for the Church Calendar**

Name of Ministry/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman’s/Leader’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Cynthia Ragland by phone at 703-368-6497 or by Email at [cynrag@aol.com](mailto:cynrag@aol.com) by **November 30, 2023.**
2. Please indicate the preferred date, time (beginning and ending) and the location for your meeting or event: Classroom, Historic Sanctuary, Main Sanctuary, New Intake Room, Marshall D. Williams Hall and/or Kitchen.
3. Return completed form to Cynthia Ragland or Deaconess Marion Carter by

**November 30, 2023.**

**Projected Meetings/Programs for 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Meeting/  Program | Date | Time  Beginning/Ending | Location |
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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_