



**Request for Special Event Nursery Care**

Date of Request: \_\_\_\_\_

**Event Coordinator Information:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

1. Event: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_

3. Number & Ages of Anticipated Children: \_\_\_\_\_

4. Additional Information: \_\_\_\_\_

Request must be received a minimum of 2 weeks prior to a special event. Nursery staff will provide care for children up to the age of 3.

*Please complete the form and place in the Child Care Request Folder in the basket across from the kitchen.*

Susan will be in touch with you to discuss your request. Feel free to contact her with questions at 541.508.8544.

**We are Eager to Support Your Special Event**

*Thank YOU!*

*"Increasing Love for God and Neighbor by  
Going Deeper, Reaching Farther, Transforming Lives"*