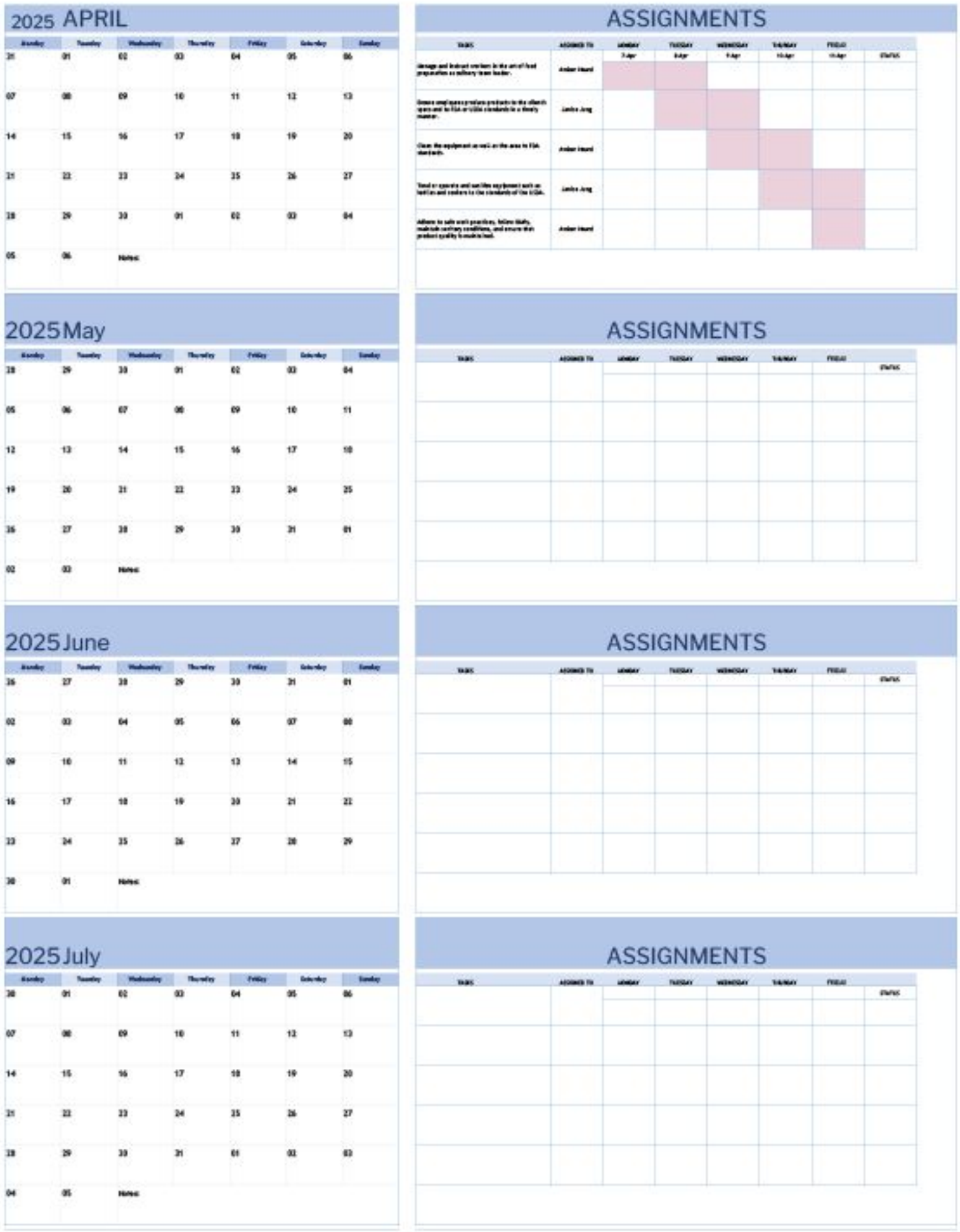SCHEDULING CALENDAR TEMPLATE