

Meeting/Event Request Form

All requests will be discussed at the weekly staff meeting. No meeting/event will be put on the calendar until approved by staff. You will receive the Friendship Hall Set-up Form after approval, if necessary.

Date of Request _____

Meeting/Event _____

Date of Meeting/Event _____

Time of Meeting/Event _____

Location of Meeting/Event _____

Contact Person _____ **Phone #** _____

E-mail _____ **OR Mailing Address** _____

Desired Publicity for Church Activities:

Circle the place(s) you want the meeting publicized

Newsletter

Bulletin

Monthly Calendar

Web Page

Online Registration

Dates of publication _____

Please include the text you would like included below:

For Online Registration:

e-mail address to send registrations to _____

Information you would like on online form (for example – Name, Phone number, Number Attending)

(For Staff Use: Response Date _____

phone call e-mail)