

COMMITTEE SCHEDULING REQUEST

Please schedule your events on the church master calendar as soon as possible to avoid conflicts. Vicki or Jay will contact you within two days to discuss these requests with you.

Name of Committee_____

Events and dates to be scheduled on the church calendar, including room, time and set-up requested:

Alternate dates for each event, if possible:

Would you like event(s) put on the web site calendar?

If desired, please write short announcement for the Community Church newsletter:

Contact person from committee:

Name_____

Phone_____

Email_____

Please submit this request to the Holy Trinity office or email to calendar@htlcmpls.org.