

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: _____

Event: _____

Date: _____ **Time:** _____ **Preferred Room:** _____

Set-up requested:

Equipment needed:

Tables (please include number)

___ 5' round (seats 8)

___ 8' rectangle (seats 10)

___ 6' rectangle (seats 8)

___ Chairs (please include number)

___ Sound system

___ Podium with microphone

___ Screen

___ Projector

Other:

Alternate dates for each event, if possible:

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.