

MEETING REQUEST FORM

The day, date and time and of each meeting (weekly/monthly/quarterly) must be listed individually.

MINISTRY:	CHAIRPERSON:	TELEPHONE # and email address

DATE:	DAY:	START TIME:	END TIME:	ANTICIPATED NUMBER OF ATTENDEES	LOCATION: *	Check here if use of kitchen is requested

*Every effort will be made to honor your requested location, however, please note the directory upon entering the church to determine your assigned meeting location.