

COMPLETE AND SUBMIT TO LIZ LINGER AT LLINGER@TRINITYWOODLANDS.ORG

TODAY'S DATE:

Ministries must fill out a Yellow Sheet *each* year for their meetings or events.

ROOM RESERVATION FORM

REQUEST TO SCHEDULE A MEETING OR FUNCTION AT TRINITY EPISCOPAL CHURCH

NAME OF EVENT _____

(For community groups, weddings and funeral, contact Melanie Sheffield at msheffield@trinitywoodlands.org)

(All fundraisers of any variety must be approved by the vestry prior to the event)

Recurring Event? Yes ___ No ___ Weekly ___ Monthly ___ 1st ___ 2nd ___ 3rd ___ 4th ___ S M T W T F S

Start Date: _____ Set Up Time: _____ Start Time: _____

Completion Date: _____ End Time: _____

Exceptions for Recurring Event: _____

(Holidays, conflicts, etc.)

Room/Location: _____

Ministry/Group Sponsoring Function: _____

- Responsible Party: _____
- Phone: _____
- Email _____

Resource Requests:

Chairs: _____ Tables: _____ TV: _____ Sound Equipment: _____

Number of Expected Participants: Adults: _____ Youth (11-18 yrs.): _____ Children (4-10 yrs): _____

PUBLICIZE YOUR EVENT:

Please send a draft of your announcement to Kelly St. Mary at kstmary@trinitywoodlands.org at least three weeks in advance of the event.

Please take pictures if you would like to have them posted on social media; email them to Kelly St. Mary at kstmary@trinitywoodlands.org .

ROOM SET-UP

Please email Facilities@trinitywoodlands.org if you require a special set-up. You can also sketch or write on the back side of this form..

If after church hours: Person who will open and lock up:

Name: _____ Phone: _____

The security alarm is set daily at 10:00 p.m. and disarmed at 6:00 a.m. If your event is to conflict with these hours please contact our facilities manager at facilities@trinitywoodlands.org.

When decorating for your event, staples, nails, glue, and non-painters' tape are not allowed on the walls or stage.