

Due to COVID-19 new protocols have been put in place at Trinity. All groups planning to meet indoors MUST have their meeting approved by the rector. Please email Father Gerry at gsevick@trinitywoodlands.org.

Has the rector approved your request? _____

TODAY'S DATE:

COMPLETE AND SUBMIT TO THE CALENDAR COORDINATOR:

Liz Linger at llinger@trinitywoodlands.org

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

"THE YELLOW SHEET"

REQUEST TO SCHEDULE A MEETING OR FUNCTION AT TRINITY EPISCOPAL CHURCH

NAME OF EVENT _____

(For community groups, weddings and funerals Melanie Sheffield at msheffield@trinitywoodlands.org will be your contact)

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

**(If this is event will happen during a service, a Special Service Form must also be filled out and turned in)
(All Fundraisers of any variety must be approved by the vestry prior to the event)**

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

Completion Date: _____ End Time: _____

Exceptions for Recurring Event: _____
(Holidays, Conflicts, etc.)

Description of event:

Room/Location: _____

Ministry/Group Sponsoring Function: _____

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

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

Name: _____ Phone: _____

Resource Requests:

Child Care? Yes ___ No ___ (we currently do not have child care)

Chairs: _____ Tables: _____ Tablecloths:* _____

***Must be laundered and returned in a timely manner.**

Special Equipment Needed: TV/VCR _____ Sound Equipment: _____ Musicial Instruments: _____

***There might be an extra charge when you use our Sound System and/or Personnel.**

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

PUBLICIZE YOUR EVENT:

Please specify if is to be Parish Wide or Community Wide.

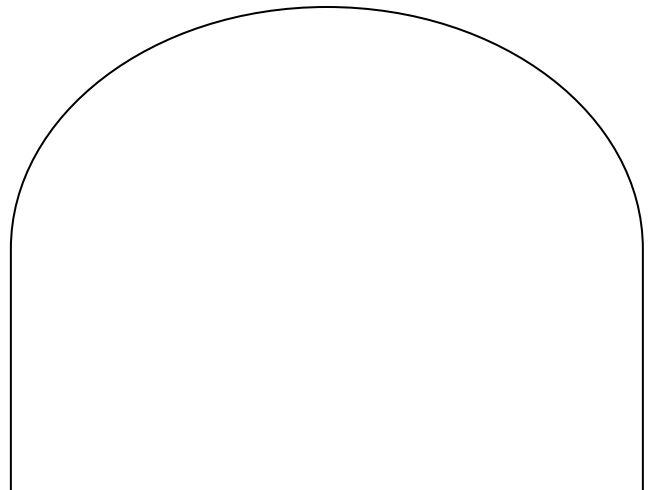
Please send a draft of your announcement to Megan McCreedy at mmccready@trinitywoodlands.org and Helen Geiger at hanon103@sbcglobal.net at least three (3) weeks in advance of the event. Be sure to include the date, start and end times, location, if child care is provided and who people should contact for information or registration. Note if any fees are required or if food/beverages will be available.

Please take pictures if you would like to have them posted on social media; email them to Megan and Helen.

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ROOM SET-UP

Please sketch or write in below the set-up needed for the room(s) requested. Show door locations.



Coordinate all changes for your function or special event through Liz Linger at llinger@trinitywoodlands.org.

Note: A minimum of 72 hour notice must be given to Liz Linger at llinger@trinitywoodlands.org for any changes in the set-up, otherwise Trinity might not be able to accomplish those changes.

ATTN: Before date of function person coordinating function should review Trinity’s “Guidelines for Use of Facility” A copy of which may be obtained from the church office.