

TODAY'S DATE: \_\_\_\_\_

**COMPLETE AND SUBMIT TO THE CALENDAR COORDINATOR:**

Liz Linger at [llinger@trinitywoodlands.org](mailto:llinger@trinitywoodlands.org)

- Yellow Sheets are due by October 1 for the next year.
- 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](mailto:msheffield@trinitywoodlands.org) will be your contact)*

Recurring Event? Yes \_\_\_ No \_\_\_ Weekly \_\_\_ Monthly \_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_ S M T W T F S

**(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:

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_

*A Childcare Reservation Form listing names of parents, and the names and age of children must be submitted to Amanda Boling, Kids Corner Coordinator at least one month before the event at [aboling@trinitywoodlands.org](mailto:aboling@trinitywoodlands.org).*

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): \_\_\_\_\_

**(See reverse for publicity information and room set-up)**

**PUBLICIZE YOUR EVENT:**

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

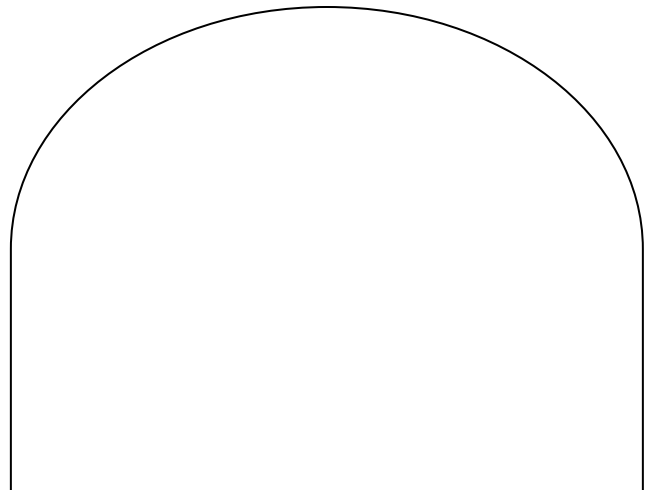
Please send a draft of your announcement to Megan McCready at [mmccready@trinitywoodlands.org](mailto:mmccready@trinitywoodlands.org) and Helen Geiger at [hanon103@sbcglobal.net](mailto:hanon103@sbcglobal.net) at least three (3) weeks in advance of the event. Be sure to include the date, start and end 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](mailto:llinger@trinitywoodlands.org).

Note: A minimum of 72 hour notice must be given to Liz Linger at [llinger@trinitywoodlands.org](mailto: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.      **THANK YOU!!!!**