



Raymond A. Jetson, Pastor

Meeting/Event Scheduling Request Form

Submit to the administration's box (room 2) or e-mail to financeministry@starhillchurch.org at least two (2) weeks in advance. (Meetings and events should be consistent with the ministry's goals and objectives planned for the next quarter.)

Date submitted: _____ Date of meeting/event: _____

Ministry/other: _____ Responsible person: _____

Type of meeting/event and purpose (How does this event help carry out ministry's goals and objectives?)

Time: from _____ to _____ Room (s) needed: _____

Number of attendees expected: _____ (Diagram room arrangement on back if necessary)

Requested by: _____ Phone: _____ E-mail: _____

Other Services

Equipment needs: _____

Food service needs: (consult with hostess after approval) _____

Request for funds: Deadline – seven (7) days before funds are needed.

Ministry Overseer must fill out check requisition form and submit to administration's box. (Room 2).

Request for bulletin announcement: Deadline – Wednesdays @ 6:30 p.m.

Complete the bulletin announcement form and place in the bulletins announcement box. (Room 2) or e-mail all requested information to bulletins@starhillchurch.org

Request for Web site posting: Deadline – one (1) month prior to event.

E-mail the information and all electronic images to the assigned ministry Web site contact person (designated in the leadership binder).

Request for document approval: Deadline – Wednesday @ 6:30 p.m. for approval by the following Monday.

Any document or publication (for internal or external use) created on behalf of Star Hill must be e-mailed to documents@starhillchurch.org for approval prior to distribution.

FOR OFFICE USE ONLY:

Room(s) assigned: _____ or reason not approved: _____

Date requestor notified: _____ Authorized signature: _____