

HighPoint Church Calendar/Room Request Form

Please use this form for scheduling all meetings, events, etc. and for requesting all rooms. These dates will be put on the church calendar to avoid scheduling conflicts with other ministry meetings, etc. All requests need to be submitted one month prior to the date needed. Thank You!

Name of Event: _____

Date(s) of Event: _____ Time of Event: _____

Contact Person: _____ Phone #: _____

Description of Event: _____

Who is invited to the Event? _____

Location: _____

Location/Room Requested: yes/no Date: _____ By whom: _____

Directions (if needed): _____

Advertise beginning: _____ Ending: _____

Bulletin needed: yes/no Inserts: yes/no Website: yes/no Announcements: yes/no

Other: _____

Date Submitted: _____ By Whom: _____

Staff Meeting Date: _____ Date put on calendar: _____

Comments: _____
