

NEW HOPE COMMUNITY CHURCH

Church Calendar/Event Request Form

Note: Please use this form for scheduling church related events.
For personal requests please use the Building Request Form.

Name:

Address:

Phone:

Email:

Date(s) of Event:

Time:

to

Alternative Date:

Type of room: Large Classroom Small Classroom Fellowship Hall Kitchen Auditorium

Description of Event:

Announcement Information

Ministry:

Contact Person:

Dates to Announce:

Please circle: Bulletin PowerPoint Poster

Information booth Details (circle): Flyers Sign Up Sheet Money to be Collected?

What would you like your announcement to say?

**Remember other ministries are using the same rooms you are.
Please clean up and set the room back up before you leave.
Be a blessing. Leave it better than you found it.**