

# GRACE SCHEDULING AND ROOM REQUEST

*If you plan a ministry activity please submit this request to the church office to check the congregational calendar for reserving time and space and to distribute announcement publicity.*

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_ am / pm

One-time event,  Repeat every \_\_\_\_\_ until \_\_\_\_\_

Room:  Sanctuary,  Charter Hall,  Kitchen,  Youth,  Pit,  Atrium,  Parlor,  Music

Other location: \_\_\_\_\_

Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Group: \_\_\_\_\_

Distribution:  Google Calendar,  Grace Notes,  Bulletin News,  Bulletin Flier,  Mailing,  
 Kiosk Sign-up,  Website,  Grace Facebook Page,  Facebook Youth Group,  
 E-mail Blast,  Radio Announcement,  Newspaper Release,  Lawn Signs

Target:  Community,  Regular Attendees,  Families of Children,  Families of Youth,  
 Friendship Group,  Other: \_\_\_\_\_

*Include a brief description of the activity on the back, or submit by e-mail: [amazing@grace-mtprospect.org](mailto:amazing@grace-mtprospect.org).*

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