

South Sound Church
Bulletin & Web Information and Facilities & Room Request Form

TODAY'S DATE: _____

NAME OF MINISTRY OR EVENT: _____

NAME OF REPRESENTATIVE OR CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

IS THIS AN ONGOING MEETING? (Please Circle) One-time Weekly Bi-weekly Monthly

IF THIS IS AN ONGOING MEETING:

START DATE: _____ END DATE: _____

ROOM(S) NEEDED: _____

EQUIPMENT NEEDED: (Please Circle)

Chairs Round/Rectangle Tables DVD/TV/Power Point

SOUND/ Sound Tech ADDITIONAL COSTODIAL NEEDS

OTHER: _____

WILL YOU NEED CHILDCARE? (Childcare may not be available for every ministry activity or event)

***PLEASE WRITE ADDITIONAL INFORMATION FOR BULLETIN & WEBSITE:**

****THIS FORM MUST BE FILLED OUT AND RETURNED TO THE CHURCH OFFICE. THE EVENT MUST BE CONFIRMED ON THE CHURCH CALENDAR *BEFORE* FACILITY OR ROOM USAGE REQUEST IS GRANTED. THIS WILL ALSO APPLY FOR ANY ANNOUNCEMENTS, WEB OR BULLETIN INFORMATION. THANK YOU FOR YOUR COOPERATION.**

For additional help with your ministry event, please call Debbie in the church office at 491-0899 or email debb@southsoundchurch.org