



# First United Methodist Church Meeting/Event Information Sheet

Please use this form to report planned meetings or events. If you need to make changes, please contact the office no later than Noon Tuesdays to make corrections in the bulletins.

**Committee/Group:** \_\_\_\_\_

**Contact Person :** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date/Day of Meeting:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Meet at the church?** \_\_\_\_\_ **Yes No**  
(Please Circle)

**If no, where?** \_\_\_\_\_

**Room requested:** \_\_\_\_\_ **Conf. Room 102 103 105/Computers Library**  
(Please circle request) **Fellowship Hall 106 111 112 113 114**

**Does this event recur?** \_\_\_\_\_ **Yes No**  
(Please Circle)

**How Often?** \_\_\_\_\_ **Weekly Monthly**  
\_\_\_\_\_ **Other**

**Do you suspend meetings?** \_\_\_\_\_ **Yes No**  
(Please Circle)

**When:** \_\_\_\_\_

**Resumes:** \_\_\_\_\_

**Room Set-up:** \_\_\_\_\_ **Number of people expected:** \_\_\_\_\_

**Room Layout:**  
(If not a standard classroom  
Please draw your set-up)

**Special Requests:**  
(Audio Visual etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_