

SPACE / CALENDAR RESERVATION REQUEST

Person/Committee requesting: _____
(name, phone/email)

Today's date: _____

Event Title: _____

Event Date requested: _____

Start Time: _____ End Time _____ Space reservation times _____

Space Needed: _____ Set-up Needed: _____

Key Needed: _____

Who will do set-up? Event team Gilmar's team copy to Gilmar

Date/time for set-up _____

Special equipment needed _____

Tables/chairs needed _____

Is rehearsal space needed? Y N

Date: _____

Start Time: _____ End Time _____

Space Needed: _____ Set-up Needed: _____

ALL PUBLICITY WILL BE COORDINATED THROUGH THE COMMUNICATIONS COMMITTEE

Email the Communications Committee at communications@princetonumc.org to arrange your publicity. Please tell us what publicity is needed for this event: newsletter article, bulletin announcement, poster, mailer, weekly e-blast, or press release, so that a member of the Communications Team can work with you to create the appropriate communications. You are responsible for providing all information and meeting submission deadlines. Bulletin & weekly email deadline is Tuesday at 9 am of the week you want item to start. Newsletter deadline is the 15th of the month prior to your event.



Please return completed forms to the office, or place in office mailbox.

You will be notified if there are any date/time conflicts.