

First Presbyterian of Trenton Room Reservation and Advertisement Request

Group/Event name: _____

Group/Event start date: _____ End date (if applicable): _____

Start time: _____ End time (if applicable): _____

Frequency of event: Once Daily Weekly Monthly

Other (specify): _____

Location name: _____

Location address: _____ City: _____

Room requested (if available): _____

Contact name: _____

Contact phone: (____) _____ Contact email: _____

Other requests: _____

Which First Pres committee approved this event?: _____

How will this event be funded?

This event is a fund raiser

Committee Funds

Which committee? _____

Has the committee approved the use of funds?

YES NO, I NEED APPROVAL

Fund raiser

What type of fund raiser? _____

Which committee approved the fund raiser? _____

No funds required

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Event description (Provide information in paragraph form. Include who is invited, what people can expect, and what the goals of the event/group are. Be as descriptive as possible.

Please be aware:

- This form must be filled out in full in order to be included in Church communications.
- Requests must be received by Monday at 5pm in order to be reviewed on Tuesday. Late forms will be reviewed the following week.
- All event descriptions will go through an editing process to ensure consistency.
- Contact information including name, phone, and email may be listed on media, including the website.