

HIGHLAND BAPTIST CHURCH CALENDAR EVENT REQUEST

Today's Date: _____

Date of Event: _____ Time of Event: _____

Times Room Needed: _____ *Please allow time for set-up/clean-up*
(from/to)

Activity: _____

Room Requested: Fellowship Hall _____ Special Ministries _____ Kitchen _____

Other: _____

AV Needed: _____

Please contact the AV Team at avteam@highlandbaptistchurch.org to coordinate.

Group: _____

Contact: _____ Phone: _____

Email: _____

Please post this event in the: Lighthouse _____ Bulletin _____
(must be a Highland-sponsored event)

Please provide details to be published: _____

Please make arrangements with the church office to pick up/return key for after hours events.