

New Braunfels Church of the Nazarene Foyer Display Area/Table Request

Request must be submitted at least 2 weeks prior to desired display time (decision will be made on application within 5 days). Please return the form to the Church Office or email to eannec3487@gmail.com. You may also FAX completed form to the office at 830-625-5415.

Date Submitted _____ **Ministry Group** _____

Contact Person	E-mail
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Primary Contact #_____ **Alt. Contact #**_____

Sundays Needed _____ **Number of Weeks (3 max)** _____

Standing Request: **Monthly** ☐ **Other** ☐

Display Description (please be specific)

Needs (please check as appropriate):

Table

Easel

☐ **Clip Board (requirement for any sign up sheets)**

☐ Other - Please describe:

***All displays should have a ministry representative present during display times**

Display Times: _____ **Before Service** _____ **immediately following Service**

Clean Up:

Displays must be cleaned up after the AM Service on the last Sunday the display is needed.

Notification: ☐ **Approved - Table/Area assignment (see attached)**

☐ Not approved; Reason: _____

Calendar Director
Rev. 11-11-13

Date _____