



# Greater Shiloh Church

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## Meeting Request Procedure

*This form is for the establishment of new ministry meetings times or unusual meeting requests which require special arrangements.*

Meeting Request Forms can be sent:

- a) Via email to [adminsupport@gshiloh.com](mailto:adminsupport@gshiloh.com)
  - b) Faxed to the Administrative Office at 610-252-2715
  - c) Put in Admin Support box in the Mail Room
1. All normally scheduled Ministry meetings are logged on the Ministry Meeting Schedule for the Security Staff.
  2. Do not schedule a meeting without submitting a Request Form and receiving approval from the Administrative Office.
  3. All Ministry leaders as well as ministry members must sign in and out with our Security staff during the week.
  4. Please indicate ✓if there is a need for Security Staff to unlock the designated building.
  5. The Ministry is responsible for leaving the room the way it was found.
    - Sweep floors if necessary
    - Pick up any debris or garbage
    - Keep children supervised at all times
    - Ensure there is no writing or drawing on walls
    - Remove all food and drinks
  6. All Ministry meetings and rehearsals must conclude by 9:30pm.

### **Physical room Set-up**

- Each GSC room has a generic setup with a basic amount of chairs and tables but does allow for adjustment by the host ministry to add chairs.
- Special setups can only be done in the Alpha & Omega A & B or Wings Like Eagles A & B. \*\*\*All other rooms are predetermined and cannot be changed.
- Special arrangements for any NEW meeting or rehearsal must be noted on this document, and should be submitted no less than two weeks in advance.

**Please keep this top form for your records. Return the second page to the admin support mailbox.**

**Thank you!**

Date Submitted: \_\_\_/\_\_\_/\_\_\_

Date Requested: \_\_\_/\_\_\_/\_\_\_

*Ministry is not limited to a day of the week or a certain location, any more than*

Worship is limited to the days we attend church.

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Ministry Name \_\_\_\_\_

Requested Date \_\_\_\_\_

Start Time \_\_\_\_\_ AM PM End Time \_\_\_\_\_ AM PM

Contact Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

Special Meeting  Seminar  New Ministry/add to Ministry Meeting Schedule

### FACILITY REQUESTED

**GSC Main Building**

**Shiloh Chapel**

**Enrichment Center**

#### Room

#### Room

#### Room

Sanctuary

Sanctuary

Banquet Hall

Alpha & Omega

Fellowship Hall

First & Last

Blue Room

Foundation Room

Wings Like Eagles A & B

Other

**\*\*Need Security Staff for Opening of Building**  Yes  No

### **ADDITIONAL NEEDS**

Extra Chairs

Extra Tables)

U-Shaped Board (30 max)

Circle of Chairs

Classroom style

Additional Needs \_\_\_\_\_

**\*\*\*Additional capacity must be discussed with Deacon Tony Brown\*\*\***

### **PRESENTATION EQUIPMENT AND ACCESSORIES**

Dry erase markers for white board

Power Point Projector

Podium

Standing Easel

Flipchart

Pointer

All other supplies for attendees such as pens, pencils, notepads, etc. to be provided by the **Host Ministry**

**\*\*All presentation equipment and accessories must be returned to Security Staff at the end of the Ministry meeting.\*\***