

Sunday Table Request Procedure

This request is for tables in the GSC Foyer on **Sundays after services**. Spaces are limited. Requests are not guaranteed!

To request tables for meetings or events please contact the church office.

For ministries that request a table on **Sunday**, the Host Ministry is required to be in place after **BOTH** 8:00am and 10:30am Worship Services at the Main Campus.

*****At the Main Campus the table under the tree is for use by the Multi-Media Ministry and Registration & Sales use only *****

1. Requests for a table in the Foyer on must be submitted at least 7-10 days before the requested Sunday.
2. Foyer Tables requests can be sent:
 - a) Via email to adminsupport-GSCN@gshiloh.com
 - b) Faxed to the Administrative Office at 570-872-9722
 - c) Submitted to the church office.

If you have not submitted a Table Request form to the Administrative Office for your Ministry,

DO NOT

take a table that has been reserved for another ministry!!!

Please **DO NOT remove table reservation cards from table.**

Greater Shiloh Church Main & North Campus

Sunday Table Request Form

■ Ministry Name : _____

■ Please Check Campus

Main Campus

North Campus

■ Date Requesting: 1st Choice _____ 2nd Choice _____

■ Repeat Request? yes no (Repeat request should be no longer than four consecutive Sundays)

2nd date _____ 3rd date _____ 4th Date _____

■ Reason for Table Request:

■ Food Distribution _____ (Your ministry is responsible for clean up)

■ Selling Items _____ (approved _____ *All ministry money collected must be handed in to the Finance Ministry upon receipt)

■ Event Sign Up _____

■ Distribution of Material _____

■ Other _____

■ Additional Information _____

Date Submitted _____

Contact Person _____

Phone _____

Email _____

ADMIN USE ONLY:

Date

Signature

____ Approved _____

____ Not approved _____

Reason **Not** approved _____

Length of time for Table Request _____