

**St. Luke's Web Calendar**

Scheduling Request Form

MAIL TO: 50 Pope Avenue  
Hilton Head, SC 29928

FAX TO: 785-2359  
Attn: Denise Gildner

Date Submitted:  Submitted by:

Contact Name:  Phone 1:   
Contact Email:  Phone 2:

Calendar:  Main

Event Title:

Event Type:

<input type="checkbox"/> Administrative	<input type="checkbox"/> Missions & Outreach	<input type="checkbox"/> SLP
<input type="checkbox"/> Adult Discipleship	<input type="checkbox"/> Music & Worship	<input type="checkbox"/> Students
<input type="checkbox"/> Children	<input type="checkbox"/> Non-Church Sponsored	<input type="checkbox"/> Weddings
<input type="checkbox"/> Funerals	<input type="checkbox"/> Parish Life	<input type="checkbox"/> Other
<input type="checkbox"/> Holidays	<input type="checkbox"/> Pastoral Care	

Event Description:

Attendee Number:  Addl. Info URL:

Start Date:  End Date:

Start Time:  End Time:

Recurrence:  None  Weekly  Monthly  Annually

Describe recurrence:

Exception Dates:

**Resources Needed:**

Church Building

- Bookstore
- Choir Room
- Conference Room A
- Conference Room B
- Kitchen
- Library
- Narthex
- Nursery
- Parish Hall
- Prayer Room
- Rm. 217
- Sacristy
- Sanctuary
- Sanctuary-Balcony
- Sanctuary-East Transept
- Sanctuary-West Transept
- Vestibule
- Other:

Ministry Center

- Student Ministry Room
  - Vestry/Conference Rm
- Outdoor Areas
- Columbarium
  - Courtyard
  - Front Lawn
  - Parking Lot (Church)
  - Parking Lot (Ministry Center)
  - Playground

Other Equipment

- Coffee
- Dry Erase Board (w/Easel)
- Flip Chart (w/Easel)
- Lectern (no mic)
- Lectern (with mic)

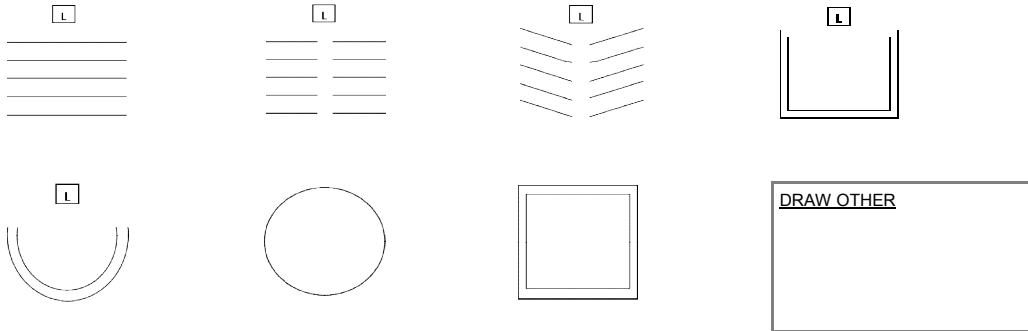
AV Equipment

- DVD Player
- Flat Screen TV
- Sound System-Parish Hall
- Sound System-Portable
- Sound System-Sanctuary
- Television/Cart
- Video Projector
- Wireless Mic

Other:

**Room Arrangement:**

Circle your preferred arrangement. "L" represents the lectern. If you prefer another arrangement, please draw in space provided.



Number of Rows:  Tables:  (For seating.)

Lectern:  Yes  No  
 Coffee Table:  Yes  No  
 Serving Tables:  Yes  No

Number:

**Attachments:** (Supply Denise Gildner with any digital attachments that you would like to appear on the calendar.)

**SET-UP**

*The sextons will set-up chairs & tables only.*

**Start Time:**

**End Time:**

**CLEAN-UP**

*The event coordinator must assign a clean-up crew for each event.*

**Start Time:**

**End Time:**

**CHILDCARE**

In order to provide safe and attentive child care, a certain ratio of adults per children is required. We are ready to assist you in your child care needs, but please know there may be extra costs involved that your ministry will be expected to cover. Your request for child care will be considered by the Children and Family Ministry Leadership. If approved, you will be required to adhere to the Nursery Care Policy which is available from the church office (785-4099).

Does this event require childcare?  Yes  No

How many children do you expect in each of the following age groups?

Nursery Birth through 24 months

Preschool 2 years through 4 years

Elementary Kindergarten through 5th grade

**IMPORTANT**

**Cancelations:** If you cancel a meeting, contact Denise Gildner at the church office (785-4099).

**Bulletin:** Email Denise Gildner (stlukes@stlukesghi.org) if you wish to have this event included in the Sunday bulletin. The deadline is Tuesday of each week by 4:30 PM.