

St. Luke's Church

St. Luke's Web Calendar
Scheduling Request Form

Mail to: 50 Pope Ave.
Hilton Head, SC 29928

Fax to: 8843-785-2359
Attn: Denise Gildner

Date Submitted: _____ Submitted by: _____

Contact Name: _____ Phone 1: _____

Contact Email: _____ Phone 2: _____

Event Title _____

Event Type:

- | | | |
|---|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Missions & Outreach | <input type="checkbox"/> St. Luke's Preschool |
| <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: _____ Additional URL info: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Recurrence: None Weekly (Day of the week: _____) Monthly Annually

Exception Dates: _____

Resources Needed:

Church Building (50 Pope)

- Baby Nursery
- Choir Room
- Fellowship Hall
- Gathering Room (old Conf. A/B)
- Grace Café (Vestibule)
- Kitchen
- Kinder (old Bride's Rm)
- Imagination Station
- Library
- Narthex
- Nursery (Toddler)
- Prayer Room
- Sacristy
- Sanctuary

Ministry Center (44 Pope)

- Upper Room Conference
 - Vestry/Conference Room
- ### **Outdoor Areas**
- Columbarium
 - Courtyard
 - Front Lawn
 - Parking Lot (Church)
 - Parking Lot (Ministry Center)
 - Playground

Other Equipment

- Coffee
- Dry Erase Board (with easel)
- Flip Chart (with easel)
- Lectern (no mic)
- Lectern (with mic)

Missions & Ministry Building (40 Pope)

- Main
- Room A
- Room B
- Room C

AV Equipment

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

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Room Arrangement: Please draw your preferred room arrangement in the box below.

Number of: Rows _____

Tables _____ (for seating)

Lectern: Yes _____

No _____

Coffee table: Yes _____

No _____

Serving tables: Yes _____

No _____

Set Up:

The sexton will set up chairs and tables only.

Start time: _____

End time: _____

Clean Up:

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

Start time: _____

End time: _____

IMPORTANT!

Cancellations:

If you cancel a meeting, contact Denise Gildner at the church office at 843-785-4099.

Bulletin announcement:

Email Denise Gildner (denisegildner@stlukeshi.org) if you wish to have this event included in the Sunday bulletin. The deadline is Wednesday of each week by 12:00 PM.