



MEETING NOTIFICATION FORM

*Please submit or email this form at least 7 days prior to meeting to
Bro Gerald Washington / Email: geraldw2@comcast.net
or fax to the church office at 206.723.4599*

Purpose or Event Name: _____

Desired Room (if known): _____

Date(s) of Meeting: _____

Meeting Time (Start and End): _____

Number of attendees anticipated: _____

Resources and amount required (i.e., tables, chairs, white board, etc.):

Requested by: _____ Date: _____

Contact phone #(s): _____

For office use only

Room # assigned: _____ Assigned by: _____

Comments: _____
