

FORM FOR REQUESTING DISPLAY SPACE AT PRESBYTERY MEETING

MEETING DATE AND LOCATION

March 21, 2015 @ Houston, St. Philip _____

July 18, 2015 @ Woodlands Comm. _____

Nov. 21, 2015 @ Houston, St. John's _____

ORGANIZATION:

CONTACT PERSON:

ADDRESS & TELEPHONE:

Please list NUMBER & SIZE OF
TABLES REQUESTED and any other
needs, such as electrical outlets, etc.

The person (and/or persons) using the space needs to bring whatever may be needed for the display, such as: extension cords, plug adapters, display racks, bulletin board.

APPROVED BY THE STATED CLERK OR THE
ECCLESIASTICAL AFFAIRS COMMITTEE:

DATE TRANSMITTED TO REQUESTOR:

DATE TRANSMITTED TO CHURCH:

Thank you for providing displays at the stated meetings of the Presbytery of New Covenant. At each of these meetings, space is provided for displays and information tables. These opportunities are open to organizations related to the Presbyterian church, presbytery committees, presbytery divisions, and outside organizations supported by the churches of the presbytery.

The Ecclesiastical Affairs Committee suggests in order for your display to garner the interest you desire, that you exhibit at only two of the three annual meetings (Saturdays). The committee believes that self-limiting the number of meetings at which you provide a table will give better impact and give the commissioners a fresher visual impression.

Call or e-mail Lynn Hargrove to begin the process of requesting space. Her telephone number at the Presbytery Center is 713/526-2585, extension 210 (or 1/800/444-1278, extension 210) and her e-mail address is lhargrove@pbyofnewcovenant.org.

Thank you for all you do in and for the Presbytery of New Covenant.

NOTE:

Our hosts have graciously provided display space for our presbytery meeting. Please be a gracious guest. Please do not switch tables with another person or ministry without their consent. Please do not move your table from the location determined by our hosts. Ministries or organizations which do not observe these basic courtesies may be denied display space at future meetings. Thank you for your cooperation.