

REQUEST FOR DISPLAY SPACE AT PRESBYTERY MEETING

Date of Presbytery Meeting: _____

There are two ways committees or groups can distribute materials at a Presbytery meeting.

- If you have one piece of material you wish to distribute, you may ask the Presbytery office to add it to the general display table.
- You may also request a separate table (or a shared table) to set up a display for your group. (Facilities restrictions may require us to limit the amount of display space available at any given meeting.)

BOTH OF THESE REQUIRE ADVANCE APPROVAL BY THE PRESBYTERY OFFICE.

PLEASE FILL OUT THE APPROPRIATE SECTION BELOW AND RETURN THIS FORM

TO BETH WEAVER (OFFICEADMIN@PBYGENVAL.ORG) BY THE DEADLINE.

[THIS REQUEST MUST BE SUBMITTED NO LATER THAN THE MAILED DOCKET MATERIAL DEADLINE FOR THE MEETING AT WHICH YOU ARE REQUESTING DISPLAY SPACE. CHECK THE WEBSITE FOR DEADLINES.]

FOR COMMITTEE OR GROUP DISPLAYS

Committee or group making request: _____

Contact person: _____ Telephone number/Email: _____

Description of material: _____

I will need one table. I can share a table with another group.

I will need _____ chairs at the table.

**Please arrive at the Presbytery meeting site at least 45 minutes in advance
of the start of the meeting so that you can have your display set up
before participants begin arriving.**

Most people browse at the displays prior to the meeting and may not return to them later.

FOR MATERIALS TO BE PLACED ON THE GENERAL DISPLAY TABLE

Committee or group making request: _____

Contact person: _____ Telephone number/Email: _____

Description of material: _____

**These materials are due in the Presbytery office
no later than one week prior to the Presbytery meeting.**