



CATHEDRAL OF FAITH
Reading and Teaching Seeds for Christ.

Information Center Usage Form

The intended use of this form is for ministries to advertise their upcoming events and promotions. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement.

(Please type or print)

Date Submitted: _____ Submitted by: _____

Ministry: _____ Ministry Director: _____

Contact number: _____ Email: _____

Date(s) Requested: _____

Check all that apply:

Displayed Information _____

Registration/Sign-up _____

Ministry Director's Signature: _____

Date: _____

Please Note:

- For ministries that are interested in using the Information Center for announcements or registration, an Information Center Usage Form must be submitted at least **two (2) weeks** in advance.
- Ministries will be allowed to occupy the Information Center for registration/sign-up for a **maximum of four (4) weeks**.
- All requests must be signed by the Ministry Director in order to be processed. **NO EXCEPTIONS.**
- Feedback will be provided within two (2) business days after receipt of request.

For Office Use Only

Reviewed by: _____

Date Received: _____ Time Received: _____

Space Availability: Yes No

Submitter Notified: Yes No

Information Center Assigned:

Information Center – Sanctuary

Information Center – Middle Foyer

Information Center – FLC

Display Table Assigned:

Display Table – Sanctuary

Display Table – Middle Foyer

Display Table - FLC