

Info Xchange

## Announcement Information

*\*\*To submit announcement information online, go to [columbinehills.org](http://columbinehills.org)\*\**

**Name of event or activity:** \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Put in Connection Card?: Yes No  
(Circle One)

*Please fill out all information that applies:*

### Details of event or activity:

Date: \_\_\_\_\_ (start & end date, if applies)

Time: \_\_\_\_\_ to \_\_\_\_\_ (am or pm)

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Room #: \_\_\_\_\_ Is room set-up needed? \_\_\_\_\_ If yes, fill out information below.

Age Group: \_\_\_\_\_

What to bring: \_\_\_\_\_

Plans for inclement weather: \_\_\_\_\_

Special wording or other information: \_\_\_\_\_

Who will unlock? \_\_\_\_\_ Who will lock up? \_\_\_\_\_

### Church Room Set-up:

Specific instructions: \_\_\_\_\_

# of round tables: \_\_\_\_\_ # of rectangle tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_

TV needed? \_\_\_\_\_ Circle one: VCR DVD

Are you interested in *Coffee ConnecXtions* opening during the event? Yes No

If so, please contact Destany Davis 3 weeks in advance to coordinate this...720-298-7306.

