



Bishop's Meeting Scheduling Request Form

MEETINGS ARE ONLY SCHEDULED ON THURSDAYS

Upon completion, place original hard copy in Bishop's box and a copy in the Director of Administration's box.

Administrative Assistant Complete the form in its entirety; write legibly.

Requestor's Name:		Date of Request:				
Requestor's Phone number:		Requestor's Email Address:				
Proposed Meeting Date:		<i>Proposed Meeting Times:</i>		<i>Alternate Meeting Date and Time:</i>		
Purpose of Meeting:(brief summary)						
Form complete by & Contact Number:						
Attendees (provide first, last name):	1.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	2.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	3.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	4.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	5.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	6.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	7.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	8.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	9.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	10.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	11.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	12.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	13.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	14.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
	15.		Required	<input type="checkbox"/>	<i>Optional</i>	<input type="checkbox"/>
Off-Site Meeting:		Yes <input type="checkbox"/> No <input type="checkbox"/>	If Offsite, location:			
Other Misc. Details:						
Bishop's Approval:		Yes <input type="checkbox"/> No <input type="checkbox"/>	Bishop's Comments			

Bishop Lanier C. Twyman, Sr.

Date