



## Ministry Meeting Room & Catering Request Form

**Form Due April 30, 2023**

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

**Type of Event:**       **Meeting**       **Meal**      **Other:** \_\_\_\_\_

**Describe Preferred Room Arrangement:**

*Disclaimer: We will try to make every effort to see that you have the room capacity you requested however, we cannot guarantee it. We will contact you if there are any issues.*

Need	Number Needed
<b>Podium w/ Microphone</b>	
<b>Microphone (additional)</b>	

**Fax or Email by April 30, 2023 to:**  
 Rio Texas Conference  
 Attn: Frank Cortez  
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