

# Ministry Meeting Room & Catering Request Form

**Form Due April 30, 2024**

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

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

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

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

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

**Additional Information** \_\_\_\_\_

*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
Podium w/ Microphone	
Microphone (additional)	

**Please use the space below if you require additional space to describe your preferred room arrangement.**

**Email form by April 30, 2024 to:**

Abel Vega  
Phone: 210-408-4514  
Email: [avega@riotexas.org](mailto:avega@riotexas.org)

CC: [georgeb@riotexas.org](mailto:georgeb@riotexas.org)