

Andrew Rankin Memorial Chapel

Call to Chapel Request Form

Due by 10:00 am Wednesday prior to the Sunday requested

TODAY'S DATE: _____

REQUESTED SUNDAY: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

MAILING ADDRESS: _____

PRESIDENT'S NAME: _____

OCCASION / PURPOSE:

Would you be interested in serving as Ushers for this service?

- Yes • No

If time permits, would you be willing to participate in the Sunday morning worship service?

- Yes • No

If yes, your planned announcement should be limited to 1 minute and should be included with this form by Wed. at 10am or emailed to chapel@howard.edu by the Thursday before the scheduled service. Organizations that do not provide their announcement by this date will still be recognized but may not be permitted to give remarks during the service. Please provide the name of the person who will bring greetings.

NAME: _____

Would you like to co-sponsor a reception for this service?

- Yes • No

If you wish to make a donation towards the floral arrangements and have them dedicated in honor or memory of a special event / person, please indicate below.

- In Memory • In Dedication • Other: _____

Of: _____

With your signature, please indicate that you have received and understand the *Call to Chapel Procedures* document. _____