

# REQUEST FOR PHONE TREE

Ministry's Name			
Ministry's Leader			
Phone Numbers	Home		Cell
Contact Person if different from ministry leader			
Phone Numbers	Home		Cell
Date Message should be sent			
<b>INFORMATION ABOUT THE EVENT</b>			
Day of Event		Date of Event	
Start Time		End Time	
Location of Event			
<b>Brief Message</b>			
<b>Office Use Only</b>			
Date Message Sent		Sent By	