

**Request for Scheduling a  
Zoom Meeting**

*Please fill in this form to make a request for a Zoom event to be scheduled for you and submit the form to Christeen Yerby at [cyerby@bellsouth.net](mailto:cyerby@bellsouth.net).*

Meeting Title *(to be used in email subject line)*:

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For example: *Rebecca Circle Bible Study, Trinity Lutheran or WELCA Board Meeting @ Redeemer*

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ (Time Zone) CST or EST

End Time: \_\_\_\_\_

Host Name and email address: \_\_\_\_\_

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Does the meeting need to be recorded?    Yes        No

Will this be a recurring meeting? *(like a monthly Bible Study)*    Yes    No

If yes, please include additional dates:

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**Christeen will email you the “invitation link” created by Zoom.  
Just paste it into an email and send it out to all those you wish to  
invite to your Zoom event.**