Event Communications Form

Please return completed form to Roberta at least **four weeks** prior to your scheduled event for best results.

Event name: Click or tap here to enter text.

Event Date(s): Click or tap here to enter text. to Click or tap here to enter text.

Event Time(s): Click or tap here to enter text. to Click or tap here to enter text.

Event Proceeds Benefit (for marketing purposes): Click or tap here to enter text.

Event Description: Click or tap here to enter text.

Room(s) and date(s) required (please also include prep and/or set-up/tear-down rooms, dates and times): Click or tap here to enter text.

Please mark any of the following items you will need and the dates needed:

E-Newsletter date:Click or tap here to enter text. Email – dedicated date:Click or tap here to enter text.

Facebook Post date:Click or tap here to enter text. Bulletin date:Click or tap here to enter text.

Announcement Slide date:Click or tap here to enter text. Instagram Post date:Click or tap here to enter text.

Pulpit Announcement date:Click or tap here to enter text. Facebook Event date:Click or tap here to enter text.

Website date:Click or tap here to enter text.

Small group leader dissemination date:Click or tap here to enter text.  Clip Art designed

Written/Mailed Communications  Churchwide  Those without email only date:Click or tap here to enter text.

Mailbox Flyers Quantity: Click or tap here to enter text.Date needed: Click or tap here to enter text.

At-event handouts advertising future events Quantity: Click or tap here to enter text. Date needed: Click or tap here to enter text.

Clip Art designed: date:Click or tap here to enter text.

Roadside Banner – New or Updated Needs to be Ordered By Office By Group

Needs to be Designed By Office By Group

Account Name and Code to be charged for supplies: Click or tap here to enter text.

Please list any office supplies you will need: Click or tap here to enter text.

Please list any additional requests or information not covered on this form: Click or tap here to enter text.

Organizer’s Contact Information:

Name(s):Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email(s): Click or tap here to enter text.