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.