

event promotion form

Please complete this form with as much information as possible so we can adequately promote your event. Events utilizing church facilities should be booked/cleared through the church office prior to completing this form. Please note that information for the bulletin must be submitted by the second Tuesday of the month to be included in the follow month's bulletin. Church staff will determine the best way to promote your event in conjunction with other events.

Event Name: _____

Representing Ministry: _____

Event Date(s): _____ **Time:** _____

Location: _____

Brief Description: _____

Contact Person(s) (include phone/email if included in promotion): _____

Other Pertinent Information: _____

Is there a sign-up or registration for the event? Yes No

If Yes, do you need the office to make a sign-up/registration form? Yes No

How would you like to request promotion of this event? (Church staff reserves the right to make final determination of how events are promoted):

Bulletin Announcement Video TV Screens Social Media Phone Tree

Other (please list): _____

Form Submitted By: _____ **Date:** _____

Phone/Email: _____

Date Office Received Form: _____ **Completed:** _____