

Event and/or Design Form

Please complete form and return to office for processing

Submitted by _____ Today's Date _____

Phone _____ Email _____

Event Title _____

Has this been approved by the Accountable Leadership Board? Yes No Not sure

Events and ongoing events involving staff or numerous people needs to be approved. Check with Pastor or Lori with this if you are not sure.

Event Description/Summary/Purpose, this will be public, please be specific and minimal:

Who will be attending? Church Members Only EVERYONE! Other _____

Event Date(s) _____

Event Start Time _____ Event End Time _____

Event Location Parking Lot Fireside Fellowship Education Wing Other _____

Event Cost _____ Event Registration Deadline _____

Event Registration Method _____

Is this replacing a current event you presently have going? Yes No

NEED CONTACT NAME (if different than above) _____

EMAIL _____ **PHONE** _____

Bulletin Newsletter Slides Bulletin Board Facebook (who is posting?) _____

Website Postcard/mailer (Amount) _____ 8.5x11 (Amount) _____ Other size (Amount) _____

Event is submitted with ad work already done Please create. Do you need? Projector Sound

Special instructions not public:

