

# Event Information Form

**Before submitting this form you must communicate with the church office to determine that there are no conflicts with the date of your event.**

PROGRAM NEWSLETTER WEBSITE SUNDAY ANNOUNCEMENT VIDEO

*Circle each place you would like information to be included*

**Dates for advance notice "Save The Date" begin \_\_\_\_\_ end \_\_\_\_\_**

**Dates to publish in program/newsletter begin \_\_\_\_\_ end \_\_\_\_\_ Video Date \_\_\_\_\_**

Name (person/group in charge/sponsoring event):

\_\_\_\_\_

Contact Person & Phone # \_\_\_\_\_

Name of event: \_\_\_\_\_

Cost: \_\_\_\_\_ N/A

Start Date of Event: \_\_\_\_\_ End Date: \_\_\_\_\_

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

Location of Event: \_\_\_\_\_

\_\_\_\_\_

Event description/information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Picture or graphic – *Please provide via email, zip drive or cd or website address.*

Sign up when & where \_\_\_\_\_ Cut off date(if any) \_\_\_\_\_

Sign up sheets needed? Yes No Is any additional information besides name needed: \_\_\_\_\_

\_\_\_\_\_

Who is invited

All / Men / Women / Children –Age group \_\_\_\_\_

Transportation: Own / Car pooling from \_\_\_\_\_

Other \_\_\_\_\_

Child Care provided: Yes / No / NA

Food: Provided / Bring \_\_\_\_\_ Pastor approved \_\_\_\_\_ Initial & date