

Event Details For Church Calendar

(Details should be turned in to the Pastor at least two weeks in advance.)

*** Do you wish for this event to be publicized to the church? YES NO ***

If the event is publicized, it will be publicized according to the name you give it.

Name of event: _____

Date(s): _____ Beginning time: _____ Ending time: _____

Location: _____

Who is the event for: _____

Do you need the office to supply a sign-up list? YES NO *If yes, please indicate what information you need to be included on the sign-up list (name, phone, e-mail, etc.).* _____

Cost per person: _____ Last date to sign-up: _____

What other details need to be publicized? _____

Is the bus needed? YES NO If yes, who will drive? _____

List any equipment needed: _____

Who is the primary contact person? _____ # _____

Adults assisting: _____

I need the church office to promote this event using:

Bulletin Flyers Posters Social media Church app

E-mail Announcements in service Announcement slides

Please supply the office with any special branding or graphics needed to promote your event.