

# 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.*