

**Event Communication Form**  
**Must be completed for church-related events, on or off campus**

Name of Event \_\_\_\_\_ Ministry \_\_\_\_\_

(i.e. Adult, Youth, Caring, etc)

Date(s) \_\_\_\_\_ Time (s) \_\_\_\_\_

Check one:

\_\_\_\_\_ One time event    \_\_\_\_\_ Weekly event    \_\_\_\_\_ Monthly event    \_\_\_\_\_ Annual event    \_\_\_\_\_ Other

Describe event in 25 words or less

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intended audience? \_\_\_\_\_ (i.e. women, men, grade school, etc.)

Is this event open to the community?    \_\_\_\_\_ yes    \_\_\_\_\_ no

Cost of event? \_\_\_\_\_ Is pre-registration required?    \_\_\_\_\_ yes    \_\_\_\_\_ no

Location \_\_\_\_\_ Room #(s) \_\_\_\_\_

If at church, have you turned in Event Scheduling form?    \_\_\_\_\_ yes    \_\_\_\_\_ no

If off-campus, list address \_\_\_\_\_

Childcare provided    \_\_\_\_\_ yes    \_\_\_\_\_ no    If so, for what ages \_\_\_\_\_

If at church, have you arranged childcare through Children's Ministries?    \_\_\_\_\_ yes    \_\_\_\_\_ no

If at church, have you arranged for technical needs through Ryan Yoxthimer with one month's advanced notice?  
 \_\_\_\_\_ yes    \_\_\_\_\_ no

Have you contacted Jacob Addison for worship leader or music needs for this event?    \_\_\_\_\_ yes    \_\_\_\_\_ no

**\*\*If you change your event or it is cancelled—you must notify Sharon Frazier in the church office ASAP. \_\_\_\_\_ Initial here**

Where you would like this event advertised.

Please understand that all listings are based on space available and may be edited at will.

Check all that apply. Please note and adhere to all the deadlines.

- |   |   |
|---|---|
| <input type="checkbox"/> Bulletin                                   | Deadline – 4:00 p.m. Wednesday before Sunday distribution                         |
| <input type="checkbox"/> Website Calendar                           | Deadline – 4 weeks before event   |
| <input type="checkbox"/> Flyer in mailboxes                         | Deadline – 10 days before Sunday distribution                                     |
| <input type="checkbox"/> Community newspapers/radio                 | Deadline – 6 weeks before event   |
| <input type="checkbox"/> Pre-recorded verbal announcement           | Deadline – 4:00 p.m. Tuesday before Sunday announcement                           |
| (Limit of two verbals – indicate dates desired _____ )              |   |
| <input type="checkbox"/> PowerPoint slide rotating between services | Deadline – 4:00 p.m. Wednesday before Sunday announcement                         |
| <input type="checkbox"/> Postcard/ letter *                         | Deadline – two weeks before event   |
| <input type="checkbox"/> Flyer/poster in building                   | Deadline – bring to office one week before posting                                |
| <input type="checkbox"/> Table in East or West Alcove               | Deadline – schedule with office one week before (maximum use of table is 3 weeks) |
| <input type="checkbox"/> Facebook Event                             | Deadline – at least one week in advance of event                                  |

\*Creation is responsibility of event coordinator, but office is always willing to assist.

Do you have a picture, logo, or graphic for this event?    \_\_\_\_\_yes    \_\_\_\_\_no

Do you have any other media, such as video, radio announcements, etc? If so, what?

Please understand that the following are church office policies.

- 1) Do not place any communication tools (flyers, brochures, posters etc.) anywhere in or on the church property (including mailboxes) without notification/approval of the church office.
- 2) Do not tape flyers in restrooms or on any glass (windows, doors, mirrors etc.) in or on church property.
- 3) Contact church office for posting any communication tools (flyers, brochures, posters etc.) in or on church property or in mailboxes.
- 4) Advertising for non-church related events must be approved by church office and is restricted.

Please initial that you have read the above policies \_\_\_\_\_

Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

signature