

Event Announcement Form

Office Use Only:
Event Approved by: _____
Poster/Flyer : _____
Radio Ad: _____
Newspaper Ad: _____
Lawn Sign: _____

Name of event: _____
Date: _____ Time: _____ Rain date: _____
Location: _____
Event Description: _____

Committee: _____
Contact Name: _____
Phone: _____ Email: _____
Committee members: _____

Estimated Expense (include budget line): _____

Announcements: standard committee designed photo/artwork available

Flyers will be copied for distribution by committee members. (Note # of copies needed below)

How do you want this event advertised?

- Record on Church Calendar
- E-mail to members weekly
- Church Bulletin for _____ weeks
- Monthly Newsletter
- Web page until _____
- Facebook
- School Monthly Notice
- Newspaper as Current Event
- Add to lobby slide show
- Sign up sheet
- Flyers (# of copies: _____)

Additional \$ Items
<input type="checkbox"/> Lawn sign
<input type="checkbox"/> Radio
<input type="checkbox"/> Newspaper Ad

Please email completed form to Roberta, including any attachments, or place printed copy in her mailbox.