

FPC Event Submission Form

Coordinator: Please fill out the information below inside the dashes and submit it to the church office via email (cbullock@fpcgulfport.org) or in person at least **14 days** prior to an approved church event. Please note that the Church Administrator will review each submission form and make changes if necessary.

Event Name: _____

Event Date: _____ Event Time: _____ - _____

Event Host(s): _____

Contact Phone #: () _____ - _____

Who is invited: _____

Physical Address: _____

City: _____ State _____ Zip Code _____

Website: <http://www.> _____

Additional information: (example, it is a baby boy or passcode):

Areas you wish to advertise this event in:

Harbor Herald Date: _____

E-Harbor Herald (Email once per week)

Bulletin Date: _____

Power Point Date: _____

Bulletin Board

Postcard

Church-wide Email

FPC Internal Use only:

Approved by: _____

Advertise Dates: _____ thru _____

Advertise in all areas requested unless listed here: _____