



Having an activity or event? Please complete this form and help us provide the information to those who would be interested in participating. Thank you!

West Highland Event Summary Form

Today's Date: _____ **Contact Name:** _____
Phone Number: _____ **Email:** _____
Ministry Team: _____

Activity/Event Name: _____
Event Purpose/Goal: _____
Activity/Event Date: _____ **Time (start/end):** _____
Location: _____ **Room(s)** _____
(If off site) Address: _____ **City:** _____ **Zip:** _____
Transportation provided? Yes No **Car pool?** Yes No **Carpool contact:** _____
Phone: _____ **Email:** _____
Are volunteers needed? Yes No **Do you need a volunteer sign-up sheet?** Yes No

Target Group(s): ___ Families ___ Adults ___ Teens ___ Children [___ Females only ___ Males only]
Will child care be available?: Yes No [Note: One adult, 18 years of age or older, must be on site.]

Admission Cost/Ticket Price/Registration Fee (if any): \$ _____
Accepted payment method(s): _____
Payable to: _____ **Deadline:** _____

Will refreshments be provided? Yes No **If yes, what will be provided?** _____

Will potluck refreshments be requested? Yes No **Sign-up Deadline:** _____
Check (✓) type of potluck assignment: ___ Alphabetical ___ Sunday School Class ___ Open Choice
Potluck details: _____

Any other key points, details or needs for this event/activity? _____

Is promotional assistance needed from the Communication Ministry Team? Yes No
If yes, please complete a "Want Communication Support?" form. (See reverse side of this page. →)

Please submit this form to the church office via hard copy or electronically to whbc1116@comcast.net at least three weeks prior to the scheduled event/activity. THANK YOU!



Want Communication Support?

The Communication Ministry Team can help with Christ-centered communication that informs our church family and community about your team's activity/event. For assistance, please complete this form and return it to the church office at least three weeks before the activity or event. Thank you!

Today's Date: _____ Contact Name: _____

Phone Number: _____ Email: _____

Ministry Team: _____

Activity/Event Name: _____

Activity/Event Date: _____ Time (start/end): _____

Location: _____

Has a Building Use Form been completed? Yes No [If no, please contact the church office.]

Has an Event Summary Form been completed? Yes No [If no, please see reverse side of page. →]

Check all who need to know about this activity/event:

- Church Family
- West Highland Christian Academy
- Community Members
- Other (please specify) _____

Do you already have promotional materials for this activity/event?

- Yes (Please send files in an editable format—not a pdf—to whbc1116@comcast.net.)
- No (Please check the list below for all the ways we can assist you.)

Depending on the activity/event, the CMT can help promote it via*:

- | | |
|--|---|
| <input type="radio"/> Church Website | <input type="radio"/> Facebook Post |
| <input type="radio"/> Sunday Bulletin (by noon Wed.) | <input type="radio"/> News Release |
| <input type="radio"/> Welcome Center/Screen | <input type="radio"/> Advertising (paid by your team) |
| <input type="radio"/> Large Electronic Display | <input type="radio"/> Newsletter Story/Promo |
| <input type="radio"/> Email Blast (any day but Thursday) | <input type="radio"/> Flier |

**Together, we can decide which ones best meet your needs.*

Do you have a preferred slogan/tagline to be used as part of the promotion? Yes No

If yes, please indicate it here: _____

Do you have a preferred graphic to be used as part of the promotion? Yes No

If yes, please submit it electronically to the church office: whbc1116@comcast.net.

Any other communication needs? _____

Please complete this form and return to the church office at least three weeks prior to the scheduled activity/event. THANK YOU!