



Calendar/Event Form

Policy things to know before turning in this form: (1) Only the chair or lead person from the ministry area should be submitting these forms, regardless of who is in charge of coordinating the event (2) There will be no more than 3 church events happening on the same day (excluding outside organizations renting space) so as to keep from straining the resources of the church.

Contact Person for Ministry Area:

Name:

Phone:

Email:

Date Requested:

Ministry Area Information:

Ministry Area Name:

Event Coordinator Name:

Event Name:

Event Type: Please Select

Communication:

Communication policies: (1) Sunday Announcements run for 3 consecutive weeks prior to your event, (2) Save the Date can be in the Announcements once 3 months prior to event, (3) Newsletter will run the event in the month of the event, (4) Weekly reminder e mail will include events/deadlines for the week ahead that includes the events happening in that week.

Event Detailed Needs:

Weekly Announcements: Yes No Message:

(Deadline Wednesdays)

Newsletter: Yes No Message:

(Deadline 3rd Monday)

Sign-Up Genius: Yes No Message:

Logo/Clip/or Pic for Yes No Attached:

Organization:

Other details we need to know:

Fundraiser/Monetary Gift Requests:

Any fundraiser or request for monetary donations must be approved by Finance Committee prior to request for any event associated with fundraising.

Is the form attached? Yes No Attached: