

EVENT TITLE		
EVENT DATE (include year)		
CONTACT PERSON		
CONTACT PHONE		EMAIL:

CMBC CALENDAR REQUEST

Questions? Contact Edie Weaver – 717.442.8161 or eweaver@calvarymonument.org

WHO MAY ATTEND		
SET UP START TIME	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
EVENT START	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
EVENT END	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
TEAR DOWN END TIME	Date_____	at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
CMBC ROOM(S) REQUESTED		
OFFSITE LOCATION		
MINISTRY LEADER APPROVAL		
SOUND TECH NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
CHURCH VAN NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Resources Needed?	<input type="checkbox"/> TV & Laptop <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Lobby Display Table <input type="checkbox"/> Other (explain) _____	
Tables Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO # Round_____ # Oblong_____	
Chairs Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO How many? _____	
<p>Please note: If your event requires childcare, you are responsible to recruit volunteers and reserve childcare rooms. The Children's Ministry Leader can offer suggestions but does not recruit or schedule child care workers for your event.</p>		
OFFICE USE ONLY: Pulpit Announcement Date(s) added to Detail Sheet(s) _____		
Publicize on Website Calendar?	Yes	No

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CMBC Event Registration Details

Registration Deadline is: _____

Please include an RSVP option on the Communication Form on these dates (this is not an option if payment is required to register):

Sunday, _____ Sunday, _____ Sunday, _____

OR

My event requires a sign up table in the lobby. Please create a sign-up sheet and set up a registration table on the Sunday(s) below (please tell us what info you need on the sheet):

Sunday, _____ Sunday, _____ Sunday, _____

Please create an online registration form for my event (this is not an option if payment is required to register).

For Events That Require Payment:

My event requires payment. Please provide a money bag with change for the sign up table in the lobby, on the dates listed above.

The registration/ticket cost for my event is:

- Adults \$ _____
- Youth \$ _____
- Children \$ _____

FOR OFFICE USE ONLY		
Table _____	Cash Bag _____	Tickets _____
Sign Up Sheet _____		

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CMBC Event Publicity Details

Event Description *(What do you want people to know about your event?)*

Include information such as:

- the purpose of the event
- who is invited to this event (age, grade, group, etc.)
- where it is being held (CMBC location, off-site location, etc.)
- how to RSVP & the sign up deadline
- the cost
- who can be contacted with questions or to volunteer help
- any other information you would like included in the announcement.
- **This information should be publication ready (check your spelling, details, grammar, etc.).** The Publications Secretary should not be expected to create your event description. Use the back of this sheet if you need additional space.

<p>I would like my event publicized within CMBC on the following dates:</p> <ul style="list-style-type: none"> ➤ Sunday, _____ ➤ Sunday, _____ ➤ Sunday, _____ ➤ Sunday, _____ 	<p>... and in the following ways: (check any or all)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CMBC Weekly <input type="checkbox"/> CMBC Link <input type="checkbox"/> Power Point Slide <input type="checkbox"/> CMBC Facebook Page <input type="checkbox"/> Poster on Bulletin Board <ul style="list-style-type: none"> <input type="checkbox"/> CMBC Office to create <input type="checkbox"/> I will submit/create a poster.
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Printed Publication Option

Please have the CMBC Publications Designer create a flyer for my event.

I will create a flyer for my event and submit to the Church Office for approval.

Choose One of the options below:

- Place a copy of the flyer in all church mailboxes on _____
- Insert a copy of the flyer in the Weekly on _____
- I would like a flyer in specific mailboxes and understand that my committee/I must make that happen.

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Details for Advertising Outside of CMBC

Please indicate which type of "outside" advertising you are interested in using.

Press Release — A press release should be written by the church staff. It will be submitted to Lancaster News Paper & Engle Publications (PennySaver, Advertiser, Merchandiser, etc.) Please be certain you have completed the event publicity details section on the previous page with enough information to write the release.

Community Calendar — FREE (**Information must be submitted 2-3 weeks before publication date.**) Please indicate the stations where you want your event publicized. There is no guarantee your event will be listed nor is there a guarantee how many times it will be advertised.

WGAL

WDAC

WIOV / WARM 103 / WSOX 96.1

WJTL

Paid Advertisement — This type of advertisement is relatively expensive and is usually only effective for certain events. A 3.5 x 5 inch ad in Engle publications (PennySaver, Advertiser, Merchandiser, etc.) is approximately \$360 for a 2-week run. This expense would be covered by the committee's budget and ad copy must be prepared by the church staff. **The ad must be submitted 3-4 weeks before publication date.**

Classified Ad — Around \$50, depending on which publication (Engle or LancasterOnline), number of insertions (days run) and how many lines.

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Event Diagram If the CMBC Staff is setting up for your event, please provide a diagram on page 6, so that we can place items relatively close to where you want them.

Event Set Up & Tear Down While the Facility Staff is able to help with most event set up needs, if your event falls on an evening or weekend when staff are not working, we may ask that you and your event team manage the resource set up, tear down and facility clean up. If you need a building key, please contact Edie Weaver (eweaver@calvarymonument.org or 717.442.8161)

These are a few things to keep in mind when planning an event:

- Only the restrooms in the immediate area being used may be used. There are changing stations in the ladies' restrooms.
- Food and drink is only permitted inside upper Lefever Hall.
- All children must be supervised at all times.
- The thermostat in each area has been programmed for your event. Please do not change it.
- Please return everything to its pre-use condition.
- Please use only clear water to clean the floor in Lefever Hall. There is a vacuum cleaner in the closet at the top of the steps leading to Lefever Hall.
- Please empty all trash including restrooms and lobby trash cans; the dumpster is located in the rear parking lot.
- If you opened any windows, please make sure they are closed securely.
- Please make sure that both Lefever Hall emergency exit doors are closed securely. Even if they weren't used, please make sure the rear exit doors (down hallway past the A-M mailboxes) are closed securely.
- If you have a loaner key, please drop it in the "Office Drop Box" before you leave.
- Please be sure all lights are off and entrance doors are "un-hexed" before you leave.
- Once you have left the building, please pull on all 3 sets of glass entrance doors to be sure they are closed securely.

Thank you!

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**Please provide an event set up diagram(s) below,
if CMBC Staff will set up for your event.**