



Using the Event Planning Form

All groups at the church that are planning events that will use any of the church premises must complete an Event Planning Form and turn it into the office for distribution. Please make a copy for the Communication Council to ensure your publicity. Each group should retain a copy for future planning of the same or similar events. Use of this form will insure that your event gets on the church calendar, is shown in the Sunday bulletins, appears on the church website and is approved by session (if necessary).

*Planning and publicity will help
make all of our events a success*