



## Event Promotion Request Form

Updated Oct. 2016

Please complete this form and return it to the church office. Our staff will determine the best methods for promoting your event. Requests for specific kinds of promotion may be proposed, but are not guaranteed to be granted. Thank you!

Promotion Date(s) Requested: \_\_\_\_\_

- Requests must be submitted to the Church Office on **Wednesday** for publication in the following Sunday's printed bulletin.
- Promotion dates and methods will ultimately depend on timing, scope and availability.

Event/Activity Title: \_\_\_\_\_

Event/Activity Date: (if applicable) \_\_\_\_\_

Text: Please provide short, specific information for promotion. Type or print clearly all the facts (i.e. who, what, when, where, why, and how).

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Submitted by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please turn this form in to the office (Andy or Debbie) for approval and distribution. \_\_\_\_\_