

# Ministry Event Information

*Please return finished form to Jason*

• Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

• Name of Event \_\_\_\_\_

• Ministry \_\_\_\_\_

• Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

• Cost Per Person \_\_\_\_\_

• Description: \_\_\_\_\_

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• For events longer than one day:

Beginning Date \_\_\_\_\_ Time \_\_\_\_\_

Ending Date \_\_\_\_\_ Time \_\_\_\_\_

• Bulletin Announcement: \_\_\_Yes \_\_\_No

• Offsite Event: \_\_\_Yes \_\_\_No

Offsite Location \_\_\_\_\_

• Sunday Morning Service Announcement: \_\_\_Yes \_\_\_No

Sunday morning announcements are limited to church wide one-time or yearly events. Please complete this form and **return to the church office by Monday, 4pm**. Your request will be presented to the staff for approval during the Tuesday staff meeting. The staff will make every effort to accommodate your request but circumstance may require that the announcement not be made or postponed. If this is the case, one of the staff members will notify you.

## **Announcement Dates: Information to be Announced:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____