



# CENTRAL CHRISTIAN CHURCH EVENTS/MEETINGS/NEWS FORM

Please return the completed form to the Church Office.

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YOUR NAME:

TODAY'S DATE:

## FOR THE CHURCH CALENDAR

EVENT NAME:

CONTACT: NAME	PHONE NUMBER
E-MAIL	

(circle the day) **M T W T H F S A S U**      (circle the day) **M T W T H F S A S U**

EVENT DATE:        

MONTH      DAY      YEAR      ← If this is an on-going event, place the starting date here & the ending date here →      MONTH      DAY      YEAR  
 Please fill out form for no more than one year. Thank you.

EVENT TIME: <b>EVENT START TIME</b>	EVENT END TIME
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

SET UP TIME: <b>SET UP DATE</b>	SET UP TIME
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

ROOM(S) REQUESTED

EVENT PLACE:

EQUIPMENT:

**CHURCH EQUIPMENT YOU WILL BE SETTING UP (NUMBER OF CHAIRS, TABLES, ETC.)  
EACH EVENT IS RESPONSIBLE FOR IT'S OWN SET UP AND TAKE DOWN/CLEAN UP.**

## FOR ADVERTISING

CHECK ALL APPROPRIATE BOXES.

I WOULD LIKE THIS EVENT LISTED IN:

**"THE FORECASTER"**  
CHURCH NEWSLETTER  
Information is needed one month prior to event

**THE SUNDAY BULLETIN**  
Information is needed on the Monday preceding the Sunday Bulletin

**EMAIL BLITZ**  
Information sent to everyone on the email list / 1 Week Prior

If you have budgeted money for community advertising (newspaper/radio ads, etc.) and wish to advertise this event locally, please check here.

**INFORMATION DETAILS FOR ADVERTISING (PLEASE USE THE BACK IF NECESSARY):**