

SHADLE PARK PRESBYTERIAN CHURCH

EVENT/ACTIVITY PUBLICITY FORM

Please return within 3 weeks of your event date via email: PattyHendrickson@comcast.net, 443-3672

Event Name:

Event Date/Time:

Contact Name:

Contact Email Address:

Event Location:

Contact Telephone:

Primary Aim of the Event (ex: teach families about Christmas, primary age group/demographic):

Description of Event (this will be used to be sent to the media):

I would like to publicize this event via:

Weekly Bulletin (due by Thursday, 10AM)

Monthly Newsletter (due by the 20th of the month)

Website – Please anticipate 2-3 weeks to update. If you have logos or HTML script code, please contact Barb Kunze directly with this information.

Outside TV Media (this is submitted via the web, and may or may not be accepted)

Outside Radio Media (this is submitted via the web, and may or may not be accepted)

Outside Print Media (KXLY, Spokesman Review, Inlander, etc.)

Would like to pay to place an ad, and I plan to use the following budget code:

Other considerations:

- If you plan on collecting money or asking for donations, please contact the Stewardship Elder. Asking for donations requires approval from session at a session meeting. This meeting is generally scheduled for the second Wednesday of the month and submissions are requested no later than the Thursday AM before that.
- If you plan on using a room or part of the church building, please contact the church office and get on the calendar.
- If you will need setup or cleanup, please contact the custodian 1-2 weeks in advance.
- It is always recommended you have a prayer team in place for your event.

Additional questions, comments or suggestions :