

Ministry Event Promotion Request

EVENT: _____

DATE: _____

How do you intend to promote this event? _____

(See promotion guidelines)

Announcement content: _____

Mark forms of promotion needed: Mass Email Bulletin Intertwined Power Point Slide
 Web Site Sign-Ups in breezeway Flyers

Contact person: _____ Phone: _____

Please submit this form to the church office with your Room Scheduling Request, if applicable.

***All forms of promotion requests must be submitted to the church office for scheduling and approval.*

Effective 3/05

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