

Date:

Event Form

Please circle any of the following you would like to request:

DVD promo

Bulletin promo

Resource Center

Event Photos taken by Photo Team

This form must be turned in **6 weeks** prior to the event to the Creative Media Director, Janae Klatt. This form and the information contained within are subject to creative approval and editing by the pastoral team. In regards to the DVD promo, the update will run at a maximum of **3 weeks** prior to the event date.

Name of Event: _____

Name of Ministry (associated with activity): _____

Target Audience: _____

Name of Contact person: _____

Contact Info: Cell Ph / Hm Ph: _____ Email Address: _____

Date of Event: _____ **Location:** _____ **Room requested:** _____

(Please check if needed) Childcare ___ Projector/Screen ___ Sound ___

Time: _____ **Price:** _____

Registration Deadline (if needed): _____

How will people sign up? Email Sign Up Sheet Other _____

Brief Description of Event:

(i.e. "The 4th of July BBQ is a swim party, BBQ and game night for the College & Young Adult ministry")

The Purpose of the Event:

(i.e. "The 4th of July Barbeque is an opportunity for the College & Young Adults of Desert Springs to fellowship and get to know one another on a deeper level, other than Sunday mornings.")

Office Use Only: _____

Pastoral Approval _____

Date Approved: _____

Date Received: _____

DVD Dates: _____

Resource Center Dates: _____