



EVENT COMMUNICATION FORM

Submit this form to chris.wheal@lincolnschurch.org -and- pamela@lincolnschurch.org —with copies to clifford@lincolnschurch.org -and- jo@lincolnschurch.org (Copy and paste into an email.)

Please answer these questions in your submissions:

- What is the event? (name you have given it)
- This event is for whom? (age specifics, i.e. children 13-18, etc.)
- Will child care be provided?
- When is the event?
Day of week
Calendar date (00/00/0000)
From what time to what time
- Where will the event be held (inc. specific rooms)? — Additionally, please name rooms and times needed for practices/rehearsals? If there is a reception, please include that information here.
- If this is an off-site event, where should participants meet?
- Do you need the Sound System? Which microphones? Do you need a recording (for which there may be a fee).
- Is there a cost for the event? If so, what is the cost for students, seniors, children, families?
- If the event is a benefit/ fundraiser, who will it benefit? (*Note: Fundraisers must be approved by the Finance Committee and the Session.*)
- Short paragraph promo/description of your event — What will happen? (Use back of form)
- What committee/group is sponsoring the event, and who is the person to contact for information?
Please provide name, phone number, and email.

Committee	Name	Phone	Email
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- Is there a guest speaker/artist, or music group leader? Please attach short biography/history and program preview.
- Please include contact information for the artist, speaker, or leader:

Name	Website address, if available
Address	
Phone number	Email address

(This is necessary for press notice, interviews, web listing, and proper payment when applicable.)

Important style guide for consistency, efficiency, and publication protocols:

- 1) Please finalize events before submission.
- 2) Use spell check. Names are important: Please double-check all name spellings.
- 3) Do not send text in all caps: All caps are considered shouting by the younger generations.
- 4) Use contractions and exclamation points very sparingly, or not at all.
- 6) Be frugal in your text use: You will make more impact, and some publications insist upon it.
- 7) Please try to give at least three to four weeks' advance notice of events.

Note: All press releases for church events must go through the pastor's office.