



ALL EVENT FORM

Please complete the entire form and return to the church office as soon as possible to be added to the Church calendar.

Please keep a copy of your Event Form to verify information submitted.

Name of Event: _____

Date(s) of Event: _____

Actual Start Time: _____ AM / PM Actual End Time: _____ AM / PM

Ongoing Event? _____ If so, please give details: _____

Location of Event? _____

Contact Person 1: _____ Phone: _____

Contact Person 2: _____ Phone: _____

Email: _____

Publicity

Please write up an announcement or a few sentences about the event that you would like to have publicized. This will go in bulletin inserts, announcements on video screens, newsletters, and possibly all-church emails and the church website.

Childcare

Is a Nursery needed for this event? _____

Please contact Janet Henry, Nursery Director, at 405-273-7663 or 405-556-1671 for any additional information or questions.

Tables, Chairs, Additional Equipment needed? _____

Any other questions? Please contact Pamela Torrick at 405-275-1556.