

**Event Planning at St. Andrew's UMC**

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**All information must be to Church Office 1 week before first Publication Date.**

Weeks Out						
Date of Publication						
Bulletin						
Thursday Email						
Chatter						
Facebook						
Church Wide Email						
Web Site						
Posters around church						
Announce during Worship						
Wednesday Table Toppers						
TV Monitors						

**Notes:**