

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: