Wildwood Ministry Event Checklist

Today's Date: _____

Event Name:			
Date(s):			
Time(s): _____	**Location(s):** _____		
Contact Person: _____	**Phone/Email (Preferred Method):**_____		
News Release Needed? No ___	**If so, when?**_____		
Posters Needed? No	**Who is Making Them?** Sponsor	**How Many?** _____	**Date Needed?** _____
Flyers Needed? No	**Who is Making Them?** Sponsor	**How Many?** _____	**Date Needed?** _____
Sign Up Sheet Needed? No	**Who is Making It?** Sponsor	**Sign Up Deadline?** _____	

***If your group is making their own poster/flyer, please submit it to the office for approval. If it is desired that the secretary create the poster/flyer, please give ample notice.**

Please note: Although we can create advertisements and submit news releases from the office to help promote your event, the success of the event is really dependent upon your group organizing and promoting it first hand.

Set-Up Needs (Be specific/Draw diagram if necessary):

Office Use:

	Publish in Bulletin
	Create Slide
	Publish in Chronicle
	Schedule in Connection Power
	Write Event on Hard Copy Calendar
	News Release, if Requested
	Posters, if Requested
	Flyers, if Requested
	Sign Up Sheet(s), if Requested

Purpose of Event:
(Description of Event)

Any Fee Involved? No

If so, how much? $_____

What does fee cover?

_____