

Event Scheduling Form for McKinney Street Baptist Church

Prior to placing this event on the church calendar...in order to insure we publish correct information on our events and provide continuity between our publications (listed below) please complete this form—all items that apply—and return it to the church office at least 4 weeks prior to the deadline or the event for optimum coverage/publicity. Please notify the church office as soon as any information changes.

Event Name: _____ Event Date(s): _____

Sponsored by (ministry or person): _____

Contact Person and phone number: _____

Event Location: _____

If at MSBC, please list rooms you will be using: _____

If not at MSBC, please give address of the location: _____

Vans: _____ Dates/Times: _____ Drivers: _____

Start Time(s): _____ End Time(s): _____

Total Cost: _____ Cost includes: _____

Deposit: _____ Deadline to sign up: _____ If space is limited, how many? _____

Child Care Provided? Yes _____ No _____

If "Yes", please list cost and location: _____

Who is this event for? Age Group, Gender, Church, Visitors: _____

Speaker: _____ Topic: _____

Describe Activity: _____

Why should people attend? _____

Any other information we need to know: _____

Publicity you would like the church to provide (check all that apply). If you will be providing your own publicity, mark that with "Self": Video Announcement _____ Bulletin _____
Newsletter _____ Website _____ Email _____ Postcard _____ Flyer _____
Large Poster(11x17) _____ Small Poster(8.5x11) _____ Invite Card(2x3) _____

Note: If using color on Invite Cards, Postcards and Flyers there may be a 10¢ per side per page due to copier charges. Also, there may be postage charges for sending postcards or flyers.

Note: Video Announcements are only done thru the video announcement team. See church office for more info.

Do you have a logo or clipart for this event? Yes _____ No _____

If "Yes", please email the logo/clipart (jpeg format preferred) to lutricia.workman.msbc@verizon.net so we can provide continuity between publications.

Thank you so much for taking time to fill out this form.

Information provided on this form will help us to help you publicize the event; your job is to do all you can to make it an event the Lord will be proud of and to pray for the leaders and people attending.

Email form to lutricia.workman.msbc@verizon.net or fax to 940-382-1774 or give to Tricia any time. Thank you!