



Open hearts. Open minds. Open doors.  
The people of The United Methodist Church®

# FIRST UNITED METHODIST CHURCH OF ARROYO GRANDE

## PUBLICITY FORM

NAME OF EVENT \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

SPECIAL HIGHLIGHTS \_\_\_\_\_

GROUP SPONSORING EVENT \_\_\_\_\_

FOR WHOM IS THE EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_ SET UP \_\_\_\_\_ END \_\_\_\_\_

PLACE OF EVENT \_\_\_\_\_

COST OF THE EVENT TO PARTICIPANTS \_\_\_\_\_

CHILD CARE PROVIDED  YES  NO

REGISTRATION DETAILS \_\_\_\_\_

RSVP/SIGN-UP REQUIRED  YES  NO DEADLINE \_\_\_\_\_

RSVP CONTACT/ WHERE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ITEMS TO BRING TO EVENT \_\_\_\_\_

WHERE TO TAKE ITEMS \_\_\_\_\_ DEADLINE \_\_\_\_\_

### LEADER OF LEADERSHIP TEAM FOR EVENT

CHURCH LEADERS \_\_\_\_\_

GUEST LEADERS \_\_\_\_\_

CONTACT PERSONS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

### TO BE ADVERTISED AS FOLLOWS (PLEASE CHECK BOXES)

- |  |  |
|--|--|
| <input type="checkbox"/> MONTHLY NEWSLETTER        | <input type="checkbox"/> SUNDAY BULLETIN ANNOUNCEMENTS |
| <input type="checkbox"/> LETTER TO CONGREGATION    | <input type="checkbox"/> TELEPHONE CONTACT             |
| <input type="checkbox"/> POST/BULLETIN BOARD       | <input type="checkbox"/> RADIO SPOT                    |
| <input type="checkbox"/> CITY NEWSPAPER            | <input type="checkbox"/> LETTER TO UM CLUSTER CHURCHES |
| <input type="checkbox"/> CRISWELL HALL DISPLAY     | <input type="checkbox"/> LETTER TO AREA CHURCHES       |
| <input type="checkbox"/> POSTER SUPPLIED FOR EVENT | <input type="checkbox"/> LETTER TO TARGET GROUP        |
| <input type="checkbox"/> POST ON CHURCH SIGN       | <input type="checkbox"/> CIRCUIT WEST (UM PUBLICATION) |

OTHER PUBLICITY \_\_\_\_\_

TRANSPORTATION PROVIDED  YES  NO

DATE OF PUBLICITY RELEASE \_\_\_\_\_

PUBLICITY PHOTOGRAPH DESIRED  YES  NO

OTHER INFORMATION HELPFUL IN PROMOTING THIS EVENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERSONS SUBMITTING THIS FORM (PRINT NAME) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TELEPHONE (DAYTIME) \_\_\_\_\_ (EVENING) \_\_\_\_\_



**FOR COMMUNICATIONS COMMITTEE USE ONLY**

DATE FORM WAS RECEIVED TO CHURCH OFFICE \_\_\_\_\_

RECEIVED BY (INITIALS) \_\_\_\_\_ PRINT NAME \_\_\_\_\_

CONTACT PERSONS TO FOLLOW UP ON THIS EVENT

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NOTES \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_