

Promotions Request

Please complete form and return to Mari Prior in the office. **Due by Tuesday at NOON for the Sunday promotion begins.**

Please also make sure you have scheduled a room or location for this event and that it is on the church calendar correctly. You can check this at <http://www.friedensucc.org/Calendar/monthcalendar.php>

Contact Person:

Phone Number to publish

Email Address:

Name of Event/Class:

Target Audience for Event/Class:

Promotion Start Date:

End Date:

I would like to have my event/class promoted in (Check all that apply)

Weekly Email (goes out Thursdays)

Weekly Sunday Bulletin

Facebook (please contact Mari directly to discuss)

Website- include appropriate page:

Calendar with link on homepage

Who is target audience:

Who is hosting/teaching:

Who is main contact person for additional questions (include Name, Phone, and Email

What is name of event/class and purpose:

When will event/class meet:

Where (don't forget to schedule location along with date(s) and time with office first to assure correct location

Why

How can someone participate and/or contact group?

Please list the ministry team sponsoring or supporting the event/class

Additional Information