

Event Communication Form

Ministry Team _____

Ministry Team Leader _____ email: _____

Team Member in charge of Event _____

email: _____

Name of Event _____

Date and Time of Event _____

Location of Event _____

Who is the Event for: LNPC members _____ Community _____ General _____?

Brief Description of Event:

Additional Information for Communications Team:

Previous Design Attached (Yes___ No___)

New Text and Graphics Attached (Yes___ No___)

Do you require assistance with your design? (Yes___ No___)

Online Registration (Yes___ No___)

*Information regarding BANNERS must be submitted at least 2 months prior the event.

Contact Carol Stocksdale (cstocksdale@cox.net)

2/19/2021

**Completed Communication Event Form must be submitted to the Church Office. If event is on the church campus, a completed Facilities Request Form must also be included.