

Church Event Information Sheet

First Presbyterian Church ~ Canyon, Texas

Event _____

Host _____

Date _____ Time (start & finish) _____

Persons included _____

Do you want information posted on the web site calendar? **yes / no**

Is childcare needed? **yes / no** How many children? _____

Include information in Sunday Bulletin? **yes / no** Date(s) _____

Include information in Good News? **yes / no** Date(s) _____

Do you want an announcement to be made about this event? **yes / no** Date _____

By (If someone other than the person making announcement.) _____

Do postcards need to be sent? **yes / no** Date to send postcards _____

Items provided by Host _____

Items provided by Guests _____

Paper goods are needed (if any) _____

Other goods or equipment needed (if any) _____

Transportation details (if any) _____

Cost of Event (if any) _____

Is this a gender specific sponsor(s) event? (i.e. 2 boys & 2 girls = 1 male & 1 female sponsor) **yes / no**

Adult sponsor(s) for College, Youth or Children (1 adult per 4 youth/children) _____

Other information for publication _____

Date submitted _____ Submitted by _____

Home # _____ Work or Other # _____