

THE NEIGHBORHOOD CHURCH EVENT PLANNING CHECK LIST

_____ Facility Request Form - submitted for approval

- To insure that the facility is reserved the request form must be turned in to the church office no later than one month prior to the scheduled event.
- If you would like an event advertised, please be sure to turn in your Media Request Form at least 2 weeks before they are needed for distribution or announcements.
- If you need childcare arrangements must be made with Linda Joul at (425) 373-4039, PRIOR TO CALENDAR APPROVAL.

_____ Offsite Event Form

- If you would like an event advertised, please be sure to turn in your Media Request Form at least 2 weeks before they are needed for distribution or announcements.

_____ Media/Publishing Request Form

- ◆ Bulletin Announcements
- ◆ Mailings/Brochures/Flyers
- ◆ PowerPoint
- To insure that your publications are ready, please be sure to turn in your Media Request Form at least 2 weeks before they are needed for distribution or announcements.

Did you remember?

Foyer Table

Bulletin Request

Childcare Arrangements