

**Event Submission**

Circle where you would like to see this event included and fill in the date it should begin:

Newsletter    beginning the month of \_\_\_\_\_

Bulletin        beginning the week of \_\_\_\_\_

Please provide the following information:

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Is there a sign-up sheet? If so, what is it for? Where can people find it? \_\_\_\_\_

\_\_\_\_\_  
Description of Event (Be very specific, don't assume people know what you are talking about):

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

Who can people call if they have questions?

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Anything else? \_\_\_\_\_

*Once you have completed this form, place it in the Secretary's mail slot in the Old Fellowship Hall. Thank you!*