

*Please submit this completed form to Patrick Kelly at spellkelly@icloud.com
Completed forms should be saved by referencing the name of the event and the year.
For example, the St. Nicholas Bazaar form for this year could be named: StNick23.pdf*

Forms should be submitted 6-8 weeks prior to the event.

Date of submission:

1. Is this request from an individual or a Grace Church committee?

2. Name, email and phone number of person submitting this form:

3. Name of event:

Event date(s) and time(s):

4. Name(s) and contact information of anyone taking photos at the event:

5. Please provide a description of the event, including the goal(s) for the event.

6. Is the event for Grace Church or the wider community?

7. As scheduling allows, which of the following should be used to publicize the event?

• Sunday Announcements

Flyers

• Grace Notes

Signage

• Facebook

Other (Please explain):

8. If you have any photos, artwork or text you want to use in the publicity, please attach them to the email when submitting this form.

For use by the Communications Committee: