Cheviot UMC Event Promotion Sheet

***“Our vision is to connect and serve all people so that lives are transformed and empowered through the love of Christ.”***

* **Every event will be included on the website calendar with detailed information about that event and the opportunity to register.**
* **Every event will be highlighted on our screens on Sunday morning and will be seen by our church members and our on-line audience each week.**

**PLEASE:**

1. Use this form for everything you want publicized
2. Send this form to [**communications@cheviotumc.com**](mailto:communications@cheviotumc.com)no later than 30-45 days prior to the event.

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**Team:**  **Contact for Event:**

**Phone: Email:**

**Event Title:**

**Event Date:** **Time:**

Have you checked for availability on the church calendar? (Please type an X in the box):

YES NO (if not, contact Juanita Woodburn at [office@cheviotumc.com](mailto:office@cheviotumc.com) to reserve space)

Is the event: One time? Recurring?

(Please type an X in the box)

Who should attend this event?

**Describe Event:**

**Every event that we promote is offered for both church members and community. Please write your description so that people who are not familiar with the church will have all the needed information.**

**All events will go on the website calendar. For additional requests, please check all that are desired below.**

**Events will be highlighted on the screens on Sunday morning if requested.**

|  |  |
| --- | --- |
| **Place this event information in:** | *type an X here for each desired promotion* |
| Website/ Date to Display |  |
| Facebook/ Date to Appear |  |
| Crossbeams/ Month |  |
| Outside Sign/Date to Appear |  |
| All Church E-mail/ Date or Dates to send |  |
| Screens/ Date to Display |  |

**Events that scroll on the "What's Happening Now" page of the website will be one-time events only or the beginning date of an on-going event only.  Decisions about items on the scrolling page will be made based on space availability**

**Who will be doing set-up? Providing refreshments? Providing meal?** (Please type an X in the box)

Committee will set up & clean up

Need Church Staff to set-up & clean up\*\*

\*\*If you need Church Staff to set-up, please describe how would you like church staff to set up the room and include number of tables and chairs and the configuration. I will contact Lindsay Bethel @ 513-259-6043

Would like assistance from the Hospitality Team for refreshments or meal

\*\*If you would like assistance from the Hospitality Team for refreshments or meal, Shirley Pemberton will contact you for the details.