# **Cheviot UMC Event Promotion Sheet**

**PLEASE:**

1. Every section must be completed, especially the description – **the more information, the better**!
2. Send this form to **socialmedia@cheviotumc.com**ASAP (the sooner the better).

**IS THIS A(N) UPDATE AN ONGOING EVENT NEW EVENT**

|  |
| --- |
| **Contact Details** |
| Team |  |
| Contact for Event |  |
| Phone |  |
| Email |  |
|  |
| **Event Details** |
| Event Name |  |
| Event Date |  |
| Event Time |  |
| Recurring Event? |  **If Yes, when?**  |
|  |
| Event Description |  |
| Think about a first-time visitor to the church -- be as detailed as possible. You are the best promoter of your event! Who should attend? Why should people come? What happens at the event? Every event that we promote is offered for all. |  |
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**Does this event require set-up from Facilities? YES NO**

**Does this event require items from Hospitality? YES NO**