

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.

Does this event require set-up from Facilities?

YES

NO

Does this event require items from Hospitality?

YES

NO

All events will go on the website calendar. Decisions may be made on additional promotion (Crossbeams, church email, social media, outside signage, or Sunday morning screens).