

THE GARDEN CHRISTIAN ASSEMBLY EVENT/PROMOTIONS REQUEST FORM

Quick and painless ways to have an event approved and get the word out:

1. Complete this form and either e-mail it (preferred) or get it to Lynae by the 15th of the previous month the event is scheduled for but no later than two Mondays before the weekend you'd like to start promoting the event.
2. You will be notified if the event is not approved.
3. All events are listed in the monthly calendar.

If you're using this form in Word (lucky you!) simply:

1. Place the cursor in the gray box next to "Today's Date" and enter the date in numerical form (like 3/29/06)
2. Hit the Tab key twice and fill in the next gray box, etc.
3. Just click on the little check boxes with your mouse to change them to an X.
4. Do a "save as" and rename the form with the name of your event and e-mail it to lynae@gcatc.com.

General info:

Today's Date: _____ Your Name: _____
 Your Phone: _____ Your E-Mail: _____
 Ministry Team: _____
 Event Name: _____
 Event Date(s): _____
 Event Time(s): _____
 Location: _____
(please give detailed information, i.e. "The Family Room" vs. "At the church")

This particular event is: One-time Ongoing *(weekly, bi-weekly, etc.)* New
 Is sign-up required? Yes* No **If yes, please provide the sign-up sheet, modify a standard form available at the Info Kiosk, or let us know if you need one provided.*
 Sign-up location: Info Kiosk Other *(specify)* _____ Cut-off date: _____
 Is there a cost involved? Yes* No
 *Amount: _____ Is this amount Per person? Event total?
 Will you be seeking a form of payment from GCA? Yes** No ***Submit a Request for Payment form to office. See form for guidelines.*
 Are attendees required to: Pre-pay Pay at the door Purchase resources ***

Payment due date/last day of sales:
 ***Specify ticket/resource amount and payment instructions in "Event Description" below, i.e., who will be accepting funds and where, payment/pre-registration guidelines, etc. A Receipt of Funds form is required when submitting event money to the church.

Event description: *State intended audience, purpose, any call to action, etc.*

If you know how you'd like the promotional information to read, please enter it here:

Have specific graphics you'd like to use? Submit them with this form or arrange electronic transmission with Lynae.

Promotion requested: Handout (via Greeters) Website Special announcement
(check all that apply) Handout (team specific) QTY: _____ Slide Video announcement

Start day/date of run: _____
 Last day/date of run: _____

Office Approval: _____ Date: _____

OFFICE USE

Added to master calendar Date: _____