

Bethlehem Lutheran Ministries

Events Information Form

Please complete form and return to the office for approval three weeks prior to the event. All events will be published in bulletin inserts, website, announcements and calendars. Please attach a copy of the flyer if there is one for the event, or make note to request one be made for you.

Date Submitted: _____ Contact Person: _____

Ministry: _____ Contact phone number: _____

Event Name: _____ **Dates of event:** _____

Flyer: *(All publications must go through the office for review prior to printing)*

Made/attached _____ Office- Please make one _____

Needs for event:

Location: On Campus or Off Campus? Room(s) _____

Audio/Video needs: _____

Sign Up Sheet Needed: **Y N**

Please "advertise" in: Bulletin Powerpoint Slide Announcements
 Website-Special Event Website- Calendar

Details of event that you want submitted for publications (Please print or type)
(Please give as much information as you can about the event!)

For Office Use Only:

Approved by: _____ Date _____

Entered Church Calendar Web Calendar Events Book