

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, Pastor's announcements, calendars and local ads **if applicable**. 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: Made/attached _____ Office- Please make one _____

Sign Up Sheet Needed: **Y** **N**

Please "advertise" in: Bulletin 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!)

All advertising for any Bethlehem event must get approval prior to ad placement, so please allow enough time when you are submitting your "ad info" (ie: please don't turn in the form on Wed and expect it to be placed that afternoon!) We must submit your info at least 2 weeks before the deadline date of the publication.

Publications you would like this submitted to: (free ads to be placed in local publications)

- Signal -Religion Events Calendar/ Religion Briefs (must submit by Wed for Saturday edition)
- Signal Community Notes(must be submitted at least 2 weeks before event)
- Daily News Santa Clarita Edition-Religion Calendar (must submit 2 weeks before the Saturday on which it is to run)
- Santa Clarita Valley Living Magazine- Community Calendar (Monthly Magazine)
- The Magazine of Santa Clarita-Calendar of Events / Mark These Dates-(Monthly Magazine)
- Santa-clarita.com website (if permitted) Public Access channel (TV)

Approved by: _____ Date _____