

## **EVENT INFORMATION FORM**

Here at Suburban, we have several ways to spread the word about events and notices, including the website, bulletin board, weekly Sunday bulletin, One-Call phone-tree system, and newsletter. With this form, all of the information surrounding your event is noted to ensure that your meeting, dinner, activity, fundraiser, FYI, etc. is publicized to max potential! Place this form on Rich's desk to be forwarded to the secretary. Thanks!

Event Name: \_\_\_\_\_

Committee or Group (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number/Email (So Rich and/or secretary may contact you. Not to be included in announcement):

\_\_\_\_\_

Please write what you want in the bulletin and newsletter blurb: (This may be edited)

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**Thank you!**