

Communication Sheet

Date: _____ Meeting Team: _____

Contact Person: _____ Phone: _____ Email: _____

The following information needs to be communicated through: (please check as many as needed)

Facebook Email Communication Chain Sunday Slides Website Instagram
 Announcement pg (Sunday bulletin) Flame (by the 15th) OTHER: _____

Description: _____

Please check off the list below before you turn this in to Carol.

We have marked, above, what information should be communicated and through which method(s).

We need use of the church for this event/meeting and have filled out the Church Use forms along with a set-up diagram. *Reminder: this needs to be in Carol's mailbox 7 days ahead of the event/meeting date. Please call/email her with any questions.*

We need AV equipment (Media Cart – TV/DVD/PC) and have made note in the SPECIAL REQUESTS section of the Church Use form.

We need childcare for this event from the hours of ? to ? (Don't forget to mention childcare is available in your requested event communication.) *Please try to schedule by the 15th of the month prior to your event.*

There is a cost for the event (i.e. Theatre tickets, book for Bible Study, Pacer's night, etc).

Advance payment is needed. Payment envelope is needed.

Advance sign-up is needed.

Call the office (or specific person to sign up) Online event registration is needed

We will need the bus (check the paper calendar by the mailboxes for availability and driver sheet)

We understand that we need to contact an approved driver from the list

We need to purchase something

We have a Sales Tax Exemption Sheet and will use it.

We need to know if we have a church account/card.

We need the church office to purchase items from Amazon, Office Depot, etc.

Office use only:

Ann Carol Kelly Becky