Communication Sheet

Meeting Team: Contact Person: Phone: The following information needs to be communicated through: (please check as many as needed) Facebook Email Communication Chain Sunday Slides Website Announcement page (Sunday bulletin) Flame (by the 15 th) OTHER: Email details to office@avonumc.com Please check off the list below before you turn this into Melissa I have been specific about the dates I want the above information communicated on each different to formedia above I need use of the church for this event and have filled out the Church Use forms along with a set-up/diagram and have put this in Melissa's mailbox 7 days ahead of the event/meeting date, and will call/email her with any questions If AV equipment is needed (TV/VCR/DVD) please make note on SPECIAL REQUESTS section on the for We need childcare for this event from the hours of ? to ? (Don't forget to mention that it is available the communication above.) There is a cost for the event (i.e. Theatre tickets, book for Bible Study, Pacer night, etc) and advance sign-up is needed with the office or a specific person and their email address Advance payment is needed We need Event Registration link on website 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	Date:		
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We need the church office to purchase items from Amazon, Office Depot, etc.	We need the church office to purchase	e items from Amazon,	Office Depot, etc.