

# Communication Sheet

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

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<sup>th</sup>)    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 type of media 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 form.

We need childcare for this event from the hours of ? to ? (Don't forget to mention that it is available in 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

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

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