

Unity of Music City

EVENT REQUEST FORM

Please submit this information no less than one month prior to event date.

*Noted options may only be available for events that have an advertising budget allotted.

Ministry or Department: _____

Event Coordinator: _____

Phone: (_____) _____ **Email:** _____

Event Date: _____ **Time:** _____

Location/Room reserved: _____

Detailed event description: _____

Requesting use of facility for ministry/committee meeting.

Childcare to be provided by _____

Print:

List event in "Upcoming Events" in Monthly Bulletin (2 line max)

Include a "display ad" for event in Monthly Bulletin

- | | | | | |
|---|----------|---|-------|---|
| <input type="checkbox"/> 1/3 Page Bulletin Insert | Qty_____ | <input type="checkbox"/> Black ink on color paper | _____ | <input type="checkbox"/> 4 Color print* |
| <input type="checkbox"/> 1/2 Page Flyer | Qty_____ | <input type="checkbox"/> Black ink on color paper | _____ | <input type="checkbox"/> 4 Color print* |
| <input type="checkbox"/> Full Page Flyer | Qty_____ | <input type="checkbox"/> Black ink on color paper | _____ | <input type="checkbox"/> 4 Color print* |
| <input type="checkbox"/> Registration form | Qty_____ | <input type="checkbox"/> Black ink on color paper | _____ | <input type="checkbox"/> 4 Color print* |
| <input type="checkbox"/> 11x17 Event Poster* | | | | |

Web:

Email to: Members Attendants Friends 1 Friends 2

Banner on UoMC website (run for 2 weeks prior to event)

Clickable Banner linked to Full Page Flyer (run for 2 weeks prior to event)

Banner on UoMC Facebook Page (run for 1 week prior to event)

Graphic Image on Facebook (posted to FB page 7, 5, and/or 3 days prior to event)

Event created on FB with event page banner (created no later than 3 weeks prior to event)

Online Registration and/or PayPal payment option available*

Other:

Front Lawn Marquee

Sunday Morning VERBAL Announcements (Dates to announce _____)

Sunday Morning VISUAL Announcements (PowerPoint Slide) (Dates _____)

Paid Advertising:

Display ads in local community print or digital publications*

Boost a post on Facebook*

(For Office Use Only)

Date Received: _____

Board Approved: _____

Date Returned: _____