



ST. STEPHEN
Evangelical Lutheran Church

Quick Form for ... EVENT PROMOTION

We want to share the wonderful ways God is at work at St. Stephen! This easy tool will help us get the word out to the right places, whether you are planning a workday or a youth event or a community activity. This quick form goes directly to both the church office and to the communications team. Please complete this form as fully as possible and submit early, especially for events named to our annual Community Calendar ... deadlines for many external publications are often at least TWO MONTHS in advance.

- Confirm availability of date and space before submitting this form.
- Send this form to event@StStephenLC.org. For clarity, save your completed form with a matching event name (i.e. Church Picnic 2022).
- If appropriate, you are also encouraged to record a video about your event, sending it to video@StStephenLC.org for inclusion in worship and other places.

EVENT NAME					
DATE/S		Start Time List AM/PM		End Time List AM/PM	
LOCATION	<i>Spec. location on church property</i>				
	<i>Offsite name/street address</i>		<i>Town, state, zip</i>		
PUBLIC CONTACT PERSON <i>(can be church office)</i>		Ph #		Email	
EVENT DESCRIPTION <i>(please write as if someone from outside the church is reading)</i>					
COST	\$	<i>Please identify methods of payment and if it is required in advance here.</i>			
RSVP	YES or NO?	<i>If yes, provide deadline and RSVP contact info here.</i>			
TEAM/GROUP IN CHARGE OF EVENT	<i>Person to contact with questions about this form</i>		<i>Name</i>		
			<i>Phone</i>		
			<i>Email</i>		
MISSION/GOALS OF EVENT					
INTENDED AUDIENCE	<i>List age range: Appropriate to advertise in community? Yes or No</i>				
TYPES OF PUBLICITY <i>Mark all requested types with an "X"</i>	<input type="checkbox"/> <i>Bulletin insert/weekly email</i> <input type="checkbox"/> <i>Worship screen</i> <input type="checkbox"/> <i>Infogram</i> <input type="checkbox"/> <i>Special email</i> <input type="checkbox"/> <i>Website</i> <input type="checkbox"/> <i>Magazine</i> <input type="checkbox"/> <i>Facebook Event</i> <input type="checkbox"/> <i>Press release</i> <i>Other (describe):</i>				
SUBMITTING PHOTOS??	YES or NO?	<i>If submitting photos for use in publicity, please send to event@StStephenLC.org. If you have a large number of pictures to submit, contact us for alternatives.</i>			
OTHER COMMENTS					

Responding to **Christ's love** by feeding those who hunger in body, mind, and spirit.