

**All event information is to be submitted on:
SUNDAY ... for Monday approval!**

- 1-Week before your event is to be advertised
- Attach any necessary maps, etc. to the back of this form
- Note: CCA Office is open Monday thru Thursday
- Wednesday night submissions are no longer available
- Drop-dead Deadline: Monday by 4:00pm

Please circle all that apply: **BULLETIN ANNOUNCEMENT** **FLYER**

DATE submitted: _____

Submitted by: _____

For which Ministry: _____

Requested Date to begin advertising: _____

Event Name: _____

Event Date(s): _____

Event Time: _____

Event Venue: _____

Event Cost (if applicable): _____

Event Ages (if applicable): _____

Is a SIGN UP needed? **Yes** **No**

If yes, It is your responsibility to have an informed person(s) from your team stationed behind the info table each service to represent your event, being able to answer any questions, collect payments, etc, and to ensure proper "signups".

Will TICKETS be needed: **Yes** **No**

If yes, it is your responsibility to have an informed person(s) stationed behind the info table each service to represent your event and be able to properly sell tickets.

Any other vital information or Comments: _____

IMPORTANT NOTE:

It is the Event Leader's responsibility to keep the office updated weekly with any changes to your event.

OFFICE ONLY:

Pastoral Approval: _____ Date: _____

Admin Notes: _____

