



St Matt's Event Organisers Form & Checklist

Due at least 2 weeks before proposed advertising start date

Name of Event: _____

Date of Event: _____ **Time:** _____ **Cost:** _____

Location: _____

Do you need to book space at the Church? Yes ☐ No ☐ _____

Contact Name for Office: _____

Contact for advertising: _____

Ideal advertising start date: _____

Tickets on sale from: _____ **Last day to sell tickets:** _____

Do you require payment for a speaker or invoices prior to the event? Yes ☐ No ☐

Advertising Blurb/Event description (exactly what you want printed in the bulletin):

Tick all that you require:

Flyer	<input type="checkbox"/>	Feedback form	<input type="checkbox"/>
Notice Slide	<input type="checkbox"/>	Handouts	<input type="checkbox"/>
Tickets	<input type="checkbox"/>	Event Signs	<input type="checkbox"/>
Trybooking	<input type="checkbox"/>	Other event	
Booking form	<input type="checkbox"/>	printing?	<input type="checkbox"/>
Credit card forms	<input type="checkbox"/>	_____	

Tick where you would like to advertise:

Notice slide in services	<input type="checkbox"/>
St Matt's website	<input type="checkbox"/>
St Matt's Facebook page	<input type="checkbox"/>
St Matt's weekly email	<input type="checkbox"/>
Noticeboard on corner	<input type="checkbox"/>
Hope 103.2 website	<input type="checkbox"/>

Any additional information (eg theme/style ideas):

Please return this form **at least 2 weeks** before the proposed advertising start date, forms returned later limit our time and advertising possibilities. Also, please note due to time and space limitations we cannot guarantee all advertising options will be possible for all events. However we will take all preferences into account. If you have any image or styling suggestions please note them in the additional information.