



Event Advertisement Form

When this form should be filled out? If you are hosting an event at Crosstown and desire advertisement of any forms (i.e. Facebook, bulletin, in-service announcement, website, flyers, etc. this is a request for advertisement, not event approval)

Event Name: _____

Event Date (s): _____ Event Time (s): _____

Event Location(s): _____

Event Contact (s): _____

Contact Ph. #: _____ Contact Email: _____

Who is this event for? (please select all that apply) Expected Attendance: _____

- All-Church
- Adults
- Youth
- Kids
- Other: _____
- Men
- Women
- Families
- Surrounding Community

Please provide a description of your event:
(Think, "What is the highlight/purpose of your event? Is the focus outreach?" We may alter your wording to fit space)

Are there any specifics you would like us to know?
(i.e. cost? Transportation? Child-care? Rsvp required? Should people bring anything? etc.)

If you have a rough draft of a flyer, please turn it in along with this form
(We may alter your wording/formatting to reflect Crosstown's marketing strategy)

Return form 1 month prior to your event
(Example: Event Date: August 01, 2015 = form due: no later than July 01, 2015)

you may return it to the office or email the completed form to office@crosstowncovenant.org