

EVENT TITLE	
EVENT DATE / EVENT DAY	
CONTACT PERSON/COMMITTEE	
CONTACT PHONE	EMAIL:

CMBC CALENDAR REQUEST

Questions? Contact Edie Weaver – 717.442.8161 or calendar@calvarymonument.org

WHO MAY ATTEND	
SET UP START TIME	Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
EVENT START	Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
EVENT END	Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
TEAR DOWN END TIME	Date _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
CMBC ROOM(S) REQUESTED	
OFFSITE LOCATION	
MINISTRY LEADER APPROVAL	(Signature)
SOUND TECH NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
CHURCH VAN NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other Resources Needed?	<input type="checkbox"/> TV <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Lobby Display <input type="checkbox"/> Other (explain) _____
Tables Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO How many?
Chairs Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO How many?
Please note: If your event requires childcare, you are responsible to recruit volunteers and reserve childcare rooms. The Children's Ministry Leader can offer suggestions but does not recruit or schedule child care workers for your event.	
FOR OFFICE USE ONLY	
Open: _____	Close: _____
Confirmed by: _____	Date _____

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CMBC Event Registration Details

Registration Deadline is:

Please include an RSVP option on the Communication Form on these dates:
 Sunday, _____ Sunday, _____ Sunday, _____

My event requires a sign up table in the lobby. Please create a sign-up sheet and set up a registration table on the Sunday(s) below:
 Sunday, _____ Sunday, _____ Sunday, _____

Please create an online registration form for my event (this is not an option if payment is required to register).

For Events That Require Payment:

My event requires payment. Please provide a money bag with change for the sign up table in the lobby, on the dates listed above.

The registration/ticket cost for my event is:

- Adults \$ _____
- Youth \$ _____
- Children \$ _____

FOR OFFICE USE ONLY		
Table _____	Cash Bag _____	Tickets _____
Sign Up Sheet _____		

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CMBC Event Publicity Details

<p>EVENT PUBLICITY DETAILS Include information such as the purpose of the event; who is invited to this event (age, grade, group, etc.); where it is being held (CMBC location, off-site location, etc.); how to RSVP; sign up deadline; the cost; who can be contacted with questions or to volunteer help; and any other information you would like included in the announcement. This information should be publication ready (check your spelling, details, grammar, etc.). Use the back of this sheet if you need additional space.</p>	
<p>I would like my event publicized within CMBC on the following dates:</p> <ul style="list-style-type: none"> ➤ Sunday, _____ ➤ Sunday, _____ ➤ Sunday, _____ 	<p>... and in the following ways: (check any or all)</p> <ul style="list-style-type: none"> <input type="checkbox"/> CMBC Weekly <input type="checkbox"/> CMBC Link <input type="checkbox"/> Power Point Slide <input type="checkbox"/> CMBC Facebook Page <input type="checkbox"/> Poster on Bulletin Board <ul style="list-style-type: none"> <input type="checkbox"/> CMBC Office to create <input type="checkbox"/> I will submit/create a poster.
<p>Printed Publication Option</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please have the CMBC Publications Designer create a poster and/or flyer for my event. <input type="checkbox"/> I will create a flyer for my event and submit to the Church Office for approval. <p>Choose One of the options below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please place a copy of the flyer in all church mailboxes on <input type="checkbox"/> Please insert a copy of the flyer in the Weekly on <input type="checkbox"/> I would like a copy of the flyer in specific mailboxes and understand that my committee/I must make that happen. 	

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Details for Advertising Outside of CMBC

Please indicate which type of "outside" advertising you are interested in using.

Press Release – A press release should be written by the church staff. It will be submitted to Lancaster News Paper & Engle Publications (PennySaver, Advertiser, Merchandiser, etc.) Please be certain you have completed the event publicity details section on the previous page with enough information to write the release.

Community Calendar – FREE (**Information must be submitted 2-3 weeks before publication date.**) Please indicate the stations where you want your event publicized. There is no guarantee your event will be listed nor is there a guarantee how many times it will be advertised.

WGAL

WDAC

WIOV

WJTL

Warm 103

WSOX 96.1

Paid Advertisement – This type of advertisement is relatively expensive and is usually only effective for certain events. A 3.5 x 5 inch ad in Engle publications (PennySaver, Advertiser, Merchandiser, etc.) is approximately \$250. This expense would be covered by the committee's budget and ad copy must be prepared by the church staff. **The ad must be submitted 3-4 weeks before publication date.**