

Rolling Oaks Baptist Church
Event Planning Form

Submission Date: _____ Approval Date: _____

Hosting Organization: _____

Date/Time of Event: _____

Place of Event: _____

Title/Description: _____

Cost: _____ Account Charged to: _____

Contact: _____ Phone: _____

Nursery Needed?: YES NO Church or Private: C P

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|--|-----|----|
| 1. Post to the church calendar? | Yes | No |
| 2. Do you have an article for the Sunday Bulletin? | Yes | No |
| 3. Do you need a insert for the Sunday Bulletin? | Yes | No |
| 4. Do you need a brochure? | Yes | No |
| 5. Do you need a mail out? | Yes | No |
| 6. Advertise on church marque? | Yes | No |
| 7. Add to website | Yes | No |
| 8. Add to Facebook Site? | Yes | No |

Use Back for Additional Info

For Office Use Only

Cal .	Bulletin	Insert	Brochure	Mail Out	Marque
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