Rolling Oaks Baptist Church Event Planning Form

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Submission Date: Approval Date:	Submission Date: Approval Date:
Hosting Organization:	Hosting Organization:
Date/Time of Event:	Date/Time of Event:
Place of Event:	Place of Event:
Title/Description:	Title/Description:
Cost: Account Charged to:	Cost: Account Charged to:
Contact: Phone:	Contact: Phone:
Nursery Needed?: YES NO Church or Private: C P	Nursery Needed?: YES NO Church or Private: C P
1. Post to the church calendar? Yes No	1. Post to the church calendar? Yes No
2. Do you have an article for the Sunday Bulletin? 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	3. Do you need a insert for the Sunday Bulletin? Yes No
4. Do you need a brochure? Yes No	4. Do you need a brochure? Yes No
5. Do you need a mail out? Yes No	5. Do you need a mail out? Yes No
6. Advertise on church marque? Yes No	6. Advertise on church marque? Yes No
7. Add to website Yes No	7. Add to website Yes No
8. Add to Facebook Site? Yes No	8. Add to Facebook Site? Yes No
Use Back for Additional Info	Use Back for Additional Info
For Office Use Only	For Office Use Only
Cal . Bulletin Insert Brochure Mail Out Marque	·