

Good Shepherd UMC Event/ Fundraiser Request Form

To assist Good Shepherd to not double-booking events and fundraisers, all ministry teams are asked to complete this form and return to Karen Albro for review by the Fundraising/Event sub-committee. The sub-committee will respond within 48 hours of receiving the request from Karen.

I have checked the church master calendar with Karen Albro: Yes_____ No_____
If you marked "No", please check the calendar before submitting this form.

Name of event:

Date:

Sponsored by (Ministry Team, person, Youth etc):

Event contact person, phone and e-mail:

Location of event:

Time (be sure to include start and ending):

Type of event (fundraiser, educational, program):

Cost:

Child care? Cost?

What is the target group: age, church, visitors, etc.

Describe the activity:

Additional information

Once the event has been approved, please contact Lisa McGehee, Director of Communications for communications support. We will take your basic information, write it up and use it for the newsletter, Wistar Hall monitor, bulletin, weekly announcement, website and publicity materials (postcards, flyers, press releases, etc). *Remember, if we don't receive the information, we can't help get the word out.*

Communications Timeline:

- If an event is going to significantly change the calendar of a participant and/or cost money, people need to know at least 6 months in advance (Youth Golf Tournament, VBS, June Picnic fall in this category).
- Every month between now and six weeks prior to the event, we will publicize the event in the newsletter.
- Three months prior postcards and flyers.
- Six weeks prior to the event it will go in the bulletin, Wistar Hall monitor, weekly announcements and outside media.