

Forms Checklist for Event Planning

Facility Request form – submit to Gerri – if your event does not take place in the church, please submit the date and name of event to Gerri

Video Announcement form – submit to Matt two Tuesdays before the Sunday announcement will be shown

Bulletin Announcement form – submit to Cindy 2 Fridays before the Sunday announcement is to appear in bulletin

Trip Request form – for van usage – submit to Cindy 2 weeks before needed

Booth Reservation form – submit to Cindy 2 weeks before booth is used

Sign Reservation form – submit to Cindy 2 weeks before sign is needed

Connection Coffee Request – submit to Gerri

Reimbursement form – submit to Toni

All these forms are available in the Shared Files. If you do not have access to these files, just send me an email at cindyf@central-assembly.com and I will be happy to email them to you.

Thank you for helping us help you.