Up-coming Events:

Submitted by:

Date:

What Ministry is hosting this event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: (other than GCBC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
GCBC Room: Sanctuary (Occupancy 110) / Gnat Creek Room (former nursery) / Youngs Bay Room / Pacific Community Room (Occupancy 120) / Columbia River Room / Kitchen

Do you need a key to the building? Yes / No

 Technology needs for event: TV / Sound system
 Do you want the coffee cart for this event? Yes / No

 Available for use: 12 round tables that seat 6 people each.

Sign-up sheet needed? Yes / No

Cost per person: $\_\_\_\_\_\_\_\_\_\_\_

Description for Bulletin and Calendar: (remember to keep it short!)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have graphics for this event you want me to use? Yes / No

Please email me the image in jpeg format to office@gracechurchastoria.org

Flyer
Preservice slide size needs to be (16x9)
Social Media size needs to be (1x1)

\*Please confirm the date and time with Heather before you publish the event in order to prevent double booking the room.

\*\*Please know it takes time to put together slides and fliers for an event- Heather works about 15 hours a week and most of that time is already accounted for. Please give her at least a week to build your graphics, print fliers, create calendar events, upload to social media, put on our website, put in the bulletin, and advertise on pre-service slides. Thankyou.

**Office Use only:**

Check Dates \_\_\_\_\_\_\_\_

pRE-SERVICE sLIDE \_\_\_\_\_\_\_\_

put on CALENDAR \_\_\_\_\_\_\_\_

BULLETIN \_\_\_\_\_\_\_\_

fACEBOOK \_\_\_\_\_\_\_\_

WEB-SITE \_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_