## **BETHEL CHURCH**

## **EVENT SUBMISSION FORM**

Email the completed form to <u>secretary@bethelbrandon.org</u> for consideration on the calendar. If email is not available, you can turn in a hard copy to the church office.

Basic description of the event:
Who is the event for 2 /ago, mublic or private etc.)
Who is the event for? (age, public or private, etc.)
Who is the contact for the event?
who is the contact for the event?
What is the goal or outcome?
When is the event (date, time)?
Where are you meeting?
Why should someone attend?
How do they signup?
How much does the event cost?
Are there costs associated with running the event? Explain