



Thank you for your support of Norwin Christian Church. In order to communicate information efficiently and timely with the congregation and community, we ask that you follow the guidelines on this form for any announcements, bulletin listings or events. Again, thank you for supporting the vision and mission of Norwin Christian Church through this effort.

Please Check One:

____ **This is an announcement only and needs published in the bulletin and/or announced on stage** (i.e. meeting off campus, collection request, group trip, awareness of an upcoming event etc.) **Please fill out first page only.**

____ **This is an event to be held at the church.**

Please check with Janice (office@norwinchristianchurch.com) to make sure the date is available. If it is, **fill out the entire form** and send it to Matt (norwinmedia@gmail.com) to start the process.

Announcement/ Event Request

Type of Event _____

Date/Time _____

Location in building or off campus location _____

Person in Charge _____

Budget _____

Targeted Demographic _____

Items needed from church _____

Staff Contact _____

(You should periodically check in to report if your plans are on schedule or if you have any questions)

Will childcare be provided Yes No

When we announce this event can we have the congregation respond back to you directly? Yes No

Best contact for you (either email or phone number) _____

Please provide a brief description of the event or announcement:

Event Planning Checklist

Promotion			
Item	Time needed in advance	Notes	Status
*Work with Matt for posters, website, and PowerPoint promotion	6 Weeks		
Flyers/Postcards	6 weeks		
*Bulletin <ul style="list-style-type: none"> ○ A target of a month prior to event ○ Must fit criteria based upon other events 	4 week		
On Stage Announcement- Must fit within schedule of other announcement and church events. Contact Terry with any questions.	4 weeks		
Yard signs/ Banners	3 weeks		
Post for Social Media	2 weeks		

***MANDATORY**

Item	Time Needed in Advance	Notes	Status
Childcare <ul style="list-style-type: none"> ○ If this event has childcare it is up to you to find volunteers with proper clearances on record with the church 	6 Weeks		
Refreshments and Food <ul style="list-style-type: none"> ○ Will you need paper products? ○ Where will the food be located? 	3 Weeks		

<p>Set up/Clean up</p> <ul style="list-style-type: none"> ○ When will set up occur? ○ See list of decorating rules below ○ Leave room how you found it (Vacuum, take out trash, wipe down tables, wash dishes, return tables and chairs) 	2 Weeks		
<p>Technology</p> <ul style="list-style-type: none"> ○ Will you need the use of any TVs, music, or projection? ○ Contact staff person to plan the use for any technology 	2 Weeks		

Volunteers	Time Needed in Advance	Notes	Status
<p>Childcare</p> <ul style="list-style-type: none"> ○ Anyone working with children must have clearances on file (if they need clearances see Maureen for a Volunteer Packet. Clearances can take up to two weeks to get back in the mail) ○ Names of Childcare workers need to be given to staff member one week before event. 	6 weeks		
<p>Minimum of 2 volunteers helping in child care with a ratio of 2 volunteers for every ten children.</p>	6 weeks		
<p>Set Up/Clean up Team</p>	2 weeks		
<p>Food Prep</p>	2 weeks		

Rules for Decorating

- **No hand-made signs. All signs should be coordinated through Matt and Promotion team.**
- **No tape on walls.**
- **All signs should be affixed with 3-m strips designed for wall hangings or thumb tacks.**
- **All decorations must be cleaned up immediately following event, unless other arrangements have been made with a staff member.**