

Office Use Only

Date Request Received _____ Approved/Scheduled on Church Calendar _____

Notes: _____



~OFFSITE EVENT FORM~

No request will be approved without complete information

Please use this form to provide information that you would like have listed for promotional purposes.

Name of Ministry Event: _____

Description of Event (For publicizing –What do you want people to know about this event):

Date(s) of Event: _____

Time of Event From: _____ AM / PM To: _____ AM / PM

Location (Please include complete address)

Contact Information to be published:

Name: _____

Phone: _____

Email: _____

Ridgewood Church Sponsor: _____

Additional Information:

(Signature)

(Date)