

ADULT DISCIPLESHIP REQUEST for CHURCH PUBLICITY

Name and Phone or Email of Contact Person for Verification:

Please include this information:

Group: _____

Event or Study Name: _____

Date: _____ Time: _____ Location: _____

Have you filled out a date/room request if needed? YES NO

** You can use the back of this sheet to include any interesting and informative details that can be used to enhance your offering. You can include a description of the event or offering. Information will be used as needed to provide up-to-date details for anyone who is searching for a place to grow and belong.

Please include information ... _____ as needed -- you decide

_____ Worship Guide (Deadline: Wednesday of Week)

Dates: _____

_____ Email Blast (2 or 3 lines only – 2-3 weeks before event)

_____ Newsletter (Deadline: 3rd Thursday for the Next Month)

_____ Website (It is critical to keep this current!)

_____ Adult Discipleship Brochure: Fall Spring Summer ALL

_____ Adult Discipleship Welcome Table (Please include material to be displayed with this request – a spare book, etc)