



Monaghan Presbyterian Church  
Event Information Form

*Responding to God's call to love, learn and serve*

**Event Information:**

Event: \_\_\_\_\_

Date: \_\_\_\_\_

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

Location: \_\_\_\_\_

Audience (internal, external, both): \_\_\_\_\_

Cost/Admission: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Communications Needs (check all that apply):**

Press Release	<input type="checkbox"/>	Bulletin Announcement	<input type="checkbox"/>	Paid Advertisement*:	
Newsletter Announcement	<input type="checkbox"/>	Minute for Mission	<input type="checkbox"/>	Radio	<input type="checkbox"/>
Announcement on External sign	<input type="checkbox"/>	MPC Web site	<input type="checkbox"/>	TV	<input type="checkbox"/>
			<input type="checkbox"/>	Newspaper	<input type="checkbox"/>

\* Committee must designate funds to pay for advertisement.

**Contact Information:**

Contact Name:	
Contact Phone Number:	
Contact e-mail:	

*Please turn forms into Pete Barrouk two months prior to your event.*