

Communications Event Form

Use this form to help your ministry/program discern what you want to communicate and to whom you want to receive the message. This form can be placed in Tom Riggs' mail slot, scanned and e-mailed or faxed.

Event Title: _____

Event Description (use the back side of this page for more content)

Please be very specific & include all information. We do not create content, but we are happy to work with you or simply edit your content

Which ministry is holding this event? _____

Date(s) & Time _____

Location _____

Point of contact (name, e-mail address, and phone)

Can we use the 'point of contact' information in the publicity?

Is this communication intended for:

Internal audience (FPCGV members, friends and attendees)
If so, what specific demographic and/or group?

External audience (the general public)

Special requests: