



Event Request Proposal

Complete and submit this form to Michelle Connell (michelle@plcchurch.org)
a **minimum of 1 month** before start date.

Event Title: _____

of Participants: _____ **Audience:** _____ **PLC STAFF Contact:** _____

Event Date: _____ **Actual Time of Event:** _____ (Start & End)

Is this a repeating event? If so, when _____

Rooms needed and Times: (include set-up, take-down) If this is off-site, location? _____

_____ Begin _____ End _____ A/V or Set up needs? _____

_____ Begin _____ End _____ A/V or Set up needs? _____

_____ Begin _____ End _____ A/V or Set up needs? _____

Childcare - circle: yes or no

PUBLICITY (*check items requested and complete the blanks*)

Office use

☐

_____ Email blast (date to send ____/____) Audience List: _____

☐

_____ Kiosk Posters

☐

_____ Press Release

☐

_____ Registration Online (cost: \$ _____) Start ____/____ and End ____/____

☐

_____ Rolling Slide & Bistro TV

☐

_____ Social Media

☐

_____ "The Post" newsletter and Bulletin

☐

_____ Verbal Announcement (assigned by date priority, as able)

☐

_____ Website coverage

Special request: _____

Headline/Theme: _____

Additional Text/Details: _____

Color/Font Preferences: _____

Photo Ideas: _____

(please email JPEGs of photos/backgrounds/book cover to sue@plcchurch.org)

Requested By

Phone/Email

Date

PLC Approved by _____ *Date* _____