



# Event Support Request Form

The Parish Life and Communications Forums are here to support the many events that make Christ Church Episcopal such a rich and vibrant community of faith.

Please complete this form and submit it at least **six weeks** before your event to [office@ccnorcross.org](mailto:office@ccnorcross.org), Communications: Pamela Russo ([pamela1368@aol.com](mailto:pamela1368@aol.com)), and Parish Life: Melissa Pichetto ([nmpichetto@gmail.com](mailto:nmpichetto@gmail.com)), or just drop off at the office. For major events that may require a more substantial lead (especially those with a community audience), eight weeks is better. This ensures that:

- The church staff has ample notice of all facilities and finance support that may be required.
- Vestry support is available as needed.
- The Communications Forum has adequate time to plan communication and promote your event. The Forum will determine appropriate channels for promoting your event.
  - **Parish (internal) audience:** bulletin insert, announcement at services, This Week @ Christ Church (weekly e-newsletter), Communiqué (monthly), post to website, post to Facebook fan page.
  - **Community (external) audience:** news release for media, online community calendar posting, posters, coordinated promotions with benefitting organization (outreach projects), flyers/handbills, Diocesan newsletter.
- Note: For posters and flyers, the committee planning the event is responsible for distribution to local businesses
- The Events Support Team can reach out to its volunteers and see what help is available.

<b>WHO:</b> (Audience, sponsoring committee)	
<b>WHAT:</b> (Event or activity description)	
<b>WHEN:</b> (Day, date, and time of event)	
<b>WHERE:</b> (Parish Hall, Nave, etc.)	
<b>WHY:</b> (If fundraiser, note beneficiary and plan to collect donations – i.e., basket, etc.)	
<b>HOW MUCH:</b> (If there is an Admission fee, detail plan to collect money.)	
<b>HOW:</b> (If registration is required, list deadline and where/how to sign-up. Food or goods to be donated? Is babysitting needed?)	
<b>ORIGINATOR/SPONSOR CONTACT:</b> Name, phone, email	
<b>COORDINATOR CONTACT:</b> Name, phone, email	
<b>ANNOUNCEMENT(S):</b> If announcement requested, who will make announcement(s)? When?	
<b>IMPORTANT:</b> If this event requires Parish support for setup, cooking, or clean up, please explain needed support:	