



St. Mark United Methodist Church Event Promotion Request Form

Please email completed form to office@StMarkUMCChicago.org and communication@StMarkUMCChicago.org

Note: If this event requires use of the church facilities, a Facilities Request form must also be completed and submitted to church office.

Date Submitted:

Tell us about your event below

Event Name:

Event Date:

Event Time:

Event Location:

Who can we call for more details?

Name:

E-Mail:

Home Phone:

Cell:

Can we text you? Yes

No

Check All Promotion Types Requested

Church Bulletin*

Website**

Facebook

Provide dates you want event promoted:

Description of Event

Please include: History of the event, purpose of the event, your targeted audience, age range (if applicable), activities that will take place, committee/ministry sponsoring event, any other pertinent details. Attach additional documents & flyers if available. Use the additional page, if needed:

*Church Bulletin announcements must be submitted at least 7 days (the previous Sunday) prior to be included in the upcoming Sunday's bulletin.

** Website announcements or News that require editing/design work must be submitted at least 14 days in advance