

Event/Announcement Information

Please fill out the details to submit worship/events/news/opportunities pending approval before publishing. Required fields are required. If unsure enter n/a, and church office staff will follow up to help.

Your contact information

We need your contact information so we can work with you.

First Name* _____ Last Name* _____

Mobile Phone* _____ Email _____

Title _____

(What is the name of your event?)

Area of Ministry *(Under which area would the event fall?)*

- Exciting Worship
- Faith Development
- Compassionate Outreach
- Compassionate Care
- Community Outreach
- Community News
- Mark Your Calendar – Save the Date
- Not Sure – Select here and write information below

Other Area of Ministry

Add Date _____ Add Times _____
(Add times of the event in AM or PM e.g., 10am – 12pm)

Place of the Event *(Tell us where the event is happening. e.g., McFarland Parlor). Make sure you have completed a room request)*

Add text inviting and describing the event.

Publish Event

(Where should the event be published?)

- Weekly Sunday Bulletin
- Entire Church Group email
- St. Mark Website

Email image, logo, or file. 10MB limit *(This is not required)*