For Publication

Today's date_____

Dates to appear:

_____**Bulletin:**_____
(no more than 4 consecutive Sundays)

_____***First Press:***_____

_____ **Website:** _____

Article:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Submit to Linda Bridges

Deadlines:

Bulletin: Tuesday at noon
First Press: Thursday at 4:00 pm following Session – which is usually the second Tuesday
Website: At least one week before publication

Submitted by: _____

Contact at: _____

Some Suggestions for filling out this form:

Be sure to include:

Who is hosting – This might be a person representing a group or a group with a contact person.

What is the event – Tell me why I would like to come to this

When and where – must include day, date, time and place (Tuesday, August 25, at 7:00 pm in the Fireside Room)

How? Do I need to sign up? If so, offer as many options for this as possible: email, phone, friendship pad, Connection Board
Do I need to just come? If so, where do I meet people? Please indicate that group will gather in the Narthex or the South parking lot, etc.

Contact person – for more information and to answer questions

Payment needed? Include how much and to whom a check is written: to First Presbyterian Church or Presbyterian Women or….

Childcare? If you are offering child care you MUST have already made arrangements for providers. Please note deadlines for making reservations and any other policies the Children's' Ministry may have.

Please contact Linda Bridges if you have additional questions.

785-843-4171

fpcadministrator@sunflower.com