

## USC ALLIANCE EVENT SCHEDULING AND PROMOTION FORM

Please fill out this form if you would like to have a ministry event included on the church calendar. Please submit events at least one month prior to the event date. In most cases, your event will be placed on the calendar within a week of the form's completion. For best results, please include as many details of your event as possible, especially start and end times. If you have any questions, please contact us at [communications@uscalliance.net](mailto:communications@uscalliance.net).

**NAME**

**TODAY'S DATE**

If you are not the ministry leader, this form must be signed by the leader of the ministry planning the event

**EVENT NAME**

This is what your event or program will be known as publicly

**AREA(S) OF MINISTRY INCLUDED IN THE EVENT** (Circle one or more)

Children   Churchwide   Deacon   Deaconess   Men   Trustee   Women   Worship   Other

**EVENT DATE**

**EVENT START TIME**

**EVENT ENDING TIME**

**EVENT LOCATION** (Circle one)

Church Building   Providence Place   Online   Other

**IF YOUR EVENT IS BEING HELD IN THE CHURCH BUILDING OR AT PROVIDENCE PLACE,  
PLEASE INDICATE YOUR PREFERRED ROOM(S)**

**WILL YOU NEED ACCESS TO THE ROOM(S) FOR SETUP BEFORE YOUR EVENT?** (Circle one)

yes

no

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**IF YES, PLEASE INDICATE THE DATE/TIME REQUESTED**

**IF YOUR EVENT IS AT A LOCATION OTHER THAN THE CHURCH BUILDING OR PROVIDENCE PLACE, PLEASE PROVIDE THE NAME AND COMPLETE ADDRESS OF THE EVENT LOCATION**

**IS YOUR EVENT RECURRING?** (i.e. Every Wednesday at 10 AM)

**WHO SHOULD PEOPLE CONTACT FOR MORE INFORMATION?**

**WHAT CONTACT EMAIL OR PHONE # SHOULD PEOPLE USE?**

**ARE THERE ANY COSTS FOR THE ATTENDEES OF YOUR EVENT?**

**PLEASE SHARE ANY PAYMENT INFORMATION YOU HAVE AVAILABLE, SUCH AS COST PER PERSON, GROUP DISCOUNT, EARLY DISCOUNT, ETC.**

**HOW WILL PEOPLE REGISTER FOR YOUR EVENT?** (Circle one or more)

Note: Online registrations are encouraged. Registration forms will be created by the Communication Coordinator and shared with the Ministry Leader.

Online Form

Contact the primary contact listed above

No signup required

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### WHAT IS THE FINAL DATE TO REGISTER AND/OR PAY FOR THE EVENT?

### VISION

At USC Alliance, we seek to know and show the transforming love of Jesus to our neighbors and the nations. Please take a moment to reflect on how your event relates to this vision and share your thoughts here.

### PLEASE PROVIDE AS MANY DETAILS FOR YOUR EVENT AS POSSIBLE

What should attendees bring? What can they look forward to? Why should people want to come? We want to do more than inform; we want to inspire people to come.