

EVENT ANNOUNCEMENT FORM

*Please return to Matt Ralph's mailbox or e-mail info to mralph@hempfieldumc.com
This form should be filled out four to six weeks before the event date. All changes need to be sent
to Matt Ralph, communications coordinator, at mralph@hempfieldumc.com. Please note: If you
haven't already, make sure a facilities request form has been filled out for your event.*

EVENT _____ MINISTRY/GROUP _____

CONTACT _____ PHONE _____

E-MAIL _____

EVENT DATE, TIME AND LOCATION _____

WHO'S INVITED _____ COST _____

REGISTRATION REQUIRED? If yes, how (web, phone, e-mail, ticket) _____

MISSION/PURPOSE OF THE EVENT _____

DETAILS _____

COMMENTS _____