

Event Promotion Magic Form



For best results, fill out this form online at:

www.pcmorristown.org/magicform

If unable to submit online, fill out the form below and return by email to office@pcmorristown.org with "Magic Form" in the subject box.

Committee _____ Contact Person (one person only) _____

Phone/email _____

Event Name:

Is the name descriptive, free of jargon, attention-grabbing and meaningful to everyone in your target audience?

Date(s) and Time(s) (if multiple, list EVERY date/time separately):

Location (if off-site, provide the address):

Cost (see payment options below):

What is the primary purpose of this event?

Education

Mission

Spiritual Growth

Entertainment

Social Occasion

Fundraiser (All fundraisers must be approved by the Finance Committee.)

Other (please specify):

Target Audience

Who is *most likely* to enjoy this event? Be specific! Kids/teens/families/young adults/adults/seniors/active/relaxing/church family only/outside community.

Describe the event in 50 attention-grabbing words or less (exclude the event name, date, time, location, contact):

Sound Bite

What can people get at your event that they can't get anywhere else? In one sentence, what makes this special?

Additional Information

What else do we need to know to completely support your event? Provide details here.

Consider reserving a seat at the WhatsUp Table, a great way to engage people and register them/accept payment for your event. **Sign up separately** at <http://www.signupgenius.com/go/30e0545aea92aa13-whats>.

RSVP and Payment (check all that apply): WhatsUp Table Contact phone Contact email Online Other

Explain, if Other:

To optimize Church Calendar planning and promotion, **return this form at least 60 days in advance of the event.** Contact Debbie McComber at dmccomber@pcmorristown.org, 973-538-1776 with questions, updates and cancellations.