



DATE: _____
For Office Use

Parkside Event Ad / Communication

(Complete this form for ALL EVENTS or ANNOUNCEMENTS)

Ministry Leaders: Please complete this form for each event you plan and submit to: donna@parksidevisalia.org

Name of Event: _____

Date of Event: _____ Time: _____

Cost: _____ **OR** Donations Received: Yes No

Location of Event: _____

Contact Name: _____ Contact Email or Phone: _____

Do you need a Jotform (electronic sign-up form) Yes No

Do you need tickets or a payment option? Yes No

If not using a ministry email, can your personal email be listed? Yes No

Brief Description of Event: _____

How do you want to promote your event:

	For Office Use Date	For Office Use Date	For Office Use Date	For Office Use Date
Mobile App Image: YES <input type="checkbox"/> NO <input type="checkbox"/>				
Mobile App Push Notification: YES <input type="checkbox"/> NO <input type="checkbox"/>				
Facebook Community GROUP : YES <input type="checkbox"/> NO <input type="checkbox"/>				
Facebook Women's GROUP : YES <input type="checkbox"/> NO <input type="checkbox"/>				
Facebook PAGE : YES <input type="checkbox"/> NO <input type="checkbox"/>				
Facebook EVENT : YES <input type="checkbox"/> NO <input type="checkbox"/>				
Facebook Boost (Budget: \$ _____) YES <input type="checkbox"/> NO <input type="checkbox"/>				
Instagram YES <input type="checkbox"/> NO <input type="checkbox"/>				

OFFICE USE

Website/App Calendar Date: _____ Spirit 88.9 Date: _____
 Google Calendar Date: _____ Other _____
 Livestream Date: _____

DEADLINE Please provide final info **several weeks in advance**. Once ads are published, they are posted in multiple locations and should not be changed. Thanks!
Updated: 2023