



Event Planning Information Sheet: To Be Completed for All Congregational & Parish Events

Are you having an event? Wonderful! Our parish's clergy team, staff and volunteers are excited to help promote the event across the Parish of the Valley and beyond!

Please complete the following form to make sure we know about your event. You can also contact us at office@valleyanglicans.ca or 613-732-4658. Thank you!

Event name or title:

Date and time of event:

Location:

If the event is not happening at one of our churches, which church(es) is sponsoring it?

Event description (What is happening? Is there a set ticket cost or a freewill offering?):

Contact person name(s), email address and/or telephone number:

Anything else we should know about this event?

FOR OFFICE USE ONLY:

Event Reviewed by Incumbent: _____ (Initials)

Print Poster___ Valley Bulletin___ Website___ Social Media___ E-News___ Revelations___