

EVENT DETAILS			
EVENT NAME	EVENT DATE(S)	EVENT START TIME	EVENT END TIME
DESCRIPTION	LOCATION	PUBLICITY START DATE	
	<i>Is this event already on the BMZ Church calendar and location reserved? ^</i> <input type="radio"/> YES <input type="radio"/> NO	PUBLICITY END DATE	
GOAL OF EVENT	PRINT SERVICES		
	<input type="radio"/> SUNDAY PROGRAM ANNOUNCEMENTS <i>Deadline: usually noon Monday</i>		
CALL TO ACTION <i>What do you want people to do? Register? Bake a pie? Give? Etc.</i>	<input type="radio"/> POSTERS you distribute Ledger 11"x17" # ____ Legal 8.5"x14" # ____		
	<input type="radio"/> OTHER PRINT Whiteboard Sign Up Sheet Campus(es): Flyer/Post Card # ____ Registration Form # ____ Other:		
ACTION DEADLINE TARGET AUDIENCE <i>Who are you trying to reach?</i>	<input type="radio"/> NEWSPAPER <i>Paid for by your event/group. Typical ad is \$35. Other options*</i>		
	<input type="radio"/> PRESS RELEASE <i>Free, but not guaranteed to print it without ad purchase</i>		
OTHER DETAILS <i>Cost or other info</i>	WEB SERVICES		
PUBLIC CONTACT <i>this will be published</i> <input type="radio"/> BMZ Church office or	<input type="radio"/> SUNDAY SCREENS <i>Deadline: usually noon Monday; not available at all Campuses</i>		
<input type="radio"/> Other Person: Phone:	<input type="radio"/> BMZ WEBSITE <i>Home page banner with click-to poster and/or registration</i>		
DOES THIS EVENT HAVE A MINISTRY PARTNER <i>like a mission group</i>	<input type="radio"/> ONLINE EVENT REGISTRATION** <i>Online event registration available for some events with. Contact Lori Roth at webmaster@bmzchurch.org or 608-375-4565</i>		
<input type="radio"/> NO <input type="radio"/> YES: <i>please email graphics or link to dawn.merqe@bmzchurch.org</i>	<input type="radio"/> BMZ FACEBOOK PAGE		
MISC SERVICES	TECH SERVICES ** <small>NEEDED PRIOR TO AND/OR DAY OF THE EVENT</small>		
<input type="radio"/> FAMILY LIFE RADIO	<input type="radio"/> MEDIACOM LOCAL ACCESS CHANNEL	<input type="radio"/> PLAY CD/DVD, ETC.	<input type="radio"/> LIVE SPEAKER/BAND
<input type="radio"/> BANNERS, YARD SIGNS, DIRECTIONAL SIGNS, ETC.* <i>BMZ Church-branded</i>	SUBMITTED BY		
<input type="radio"/> BOSCOBEL CHAMBER SIGN	<input type="radio"/> LOGO ITEMS* <i>Paid for by your group</i>		
<input type="radio"/> OTHER:	NAME:		
	EMAIL:		
<i>Please contact Community First Bank personally to advertise on their marquee</i>	PHONE:		DATE:

—INSTRUCTIONS AND IMPORTANT THINGS TO KNOW—

THE GOAL OF THIS EVENT FORM is to help you and your group “get the word out.” We can create graphics and offer many print and electronic options. Although not mandatory, we encourage you to set a time to meet with Dawn Kvigne or other staff to help fill out this form, especially if this is a new event or ministry. Multiple people are involved in the promoting of your event. This form is the primary way we make sure the details are communicated accurately and projects are carried out. **Help us to help YOU have a great ministry event!**

NEW EVENTS or MINISTRIES must be approved by Pastor, Advisory Council, Staff, or other designated leadership before they can be advertised. This is not to discourage new ideas, but to help ensure every event or ministry lines up with the vision of BMZ Church, follows branding guidelines, and gets support to be effective. *A quick mention in the Sunday program or other platform may also suit your needs in some cases instead of a full event promotion.*

^ YOUR EVENT Your event must have its location reserved and be on the BMZ Church calendar before promotion begins to avoid overbooking of our facilities. Contact Michelle Christianson, Office Coordinator at michellec@bmzchurch.org or 608-375-4565 to do this.

* Please contact Dawn Kvigne, Communications Coordinator at dawn.merge@bmzchurch.org for more information.

** Please contact Lori Roth, Technology Coordinator at webmaster@bmzchurch.org for more information.

WAYS TO COMPLETE THIS FORM: *NOTE: it is only necessary to complete Page 1*

ONLINE

1. *save the document to your computer FIRST*
2. *complete the form*
3. *save the form again*
4. *print and send to the church office, or email it in electronic format to dawn.merge@bmzchurch.org*

PRINT

1. *print the form*
2. *complete the form by hand*
3. *send to the church office, or scan and email to dawn.merge@bmzchurch.org*

PUBLICITY PLATFORMS and TIMELINES are at the discretion of staff/leadership. Most items take anywhere from 1-4 weeks, depending upon things such as: whether it is a new or repeat project, other projects already scheduled, print or web space, the method of promotion, outside involvement, etc. We will do our best to accommodate, but we must balance our time with other priorities, staffing, holidays, and other factors. Again, our goal is to help you make your event/ministry impact the people for whom it is intended.

BMZ Church Office

107 W. Oak Street, Boscobel, WI 53805
608-375-4565 | info@bmzchurch.org

Normal office hours are Monday through Thursday, 8am to 3pm, but staff is willing to set up a time to meet outside of these hours 😊.