

//YOUR "MUST COMMUNICATE!" SAMPLE EVENT PROMO INFO//

It is important to communicate early, often, and excellently in your event planning and implementation. Make sure to cover your bases with participants and their families before you even begin taking registrations. Here is an overview of things that are smart to include (you may even think of other things as well)...

Church Name

Event Name

Dates

Times (if Necessary)

Age/Grade Included

Logo/ Artwork/ Icons

Cost

Additional Promotion/Information

Event Name

Dates

Age/Grade Included

Simple Schedule

Day & Date

xx:xx am/pm - Meet At Church

xx:xx – Leave for the Event (optional)

xx:xx - Arrive at Event

xx:xx – Leave Event

xx:xx - Return to Church

Additional Information (cost (what it includes), lodging, transportation, meal locations, all contact info)

What You Need To Bring

(Provide parents with a contact number card as they drop off their student which includes all helpful info about the event. Include them in the loop early and make them feel good about you being in charge of their child. This is even for you old guys who have done this for a long time. 😊 Take nothing for granted. They deserve your best ministry , too!)