

Tigard United Methodist Church Publication Request

This form is for publication requests only, not for reservations. If you have not reserved your space with the church office, do that first.

All requests to have programs or events publicized in the church newsletter, on the church website, on inserts in the bulletin or on bulletin boards must be accompanied by this form.

Person/Group wanting publicity _____
If a group, the name of the contact person _____
Phone # _____ E-mail _____
Name of event or program _____
Date of event/program _____ Time _____

Place of the event. If it is outside the church include the physical address. If your event/program is in the church building, please check the room(s) you'd like:

- | | |
|---|--|
| <input type="checkbox"/> M1, Upstairs social room | <input type="checkbox"/> B4, Youth room |
| <input type="checkbox"/> M2, Upstairs fireside room | <input type="checkbox"/> B8, Large classroom (door to courtyard) |
| <input type="checkbox"/> M5, Chapel | <input type="checkbox"/> B9, Prayer room |
| <input type="checkbox"/> M6, Nursery | <input type="checkbox"/> B10, Dining room |
| <input type="checkbox"/> M16, Upstairs gym lobby | <input type="checkbox"/> B11-12, Tween Sunday school room |
| <input type="checkbox"/> M14, Sanctuary | <input type="checkbox"/> B15, Parker Hall |
| <input type="checkbox"/> M17, Upstairs kitchen | <input type="checkbox"/> B17, Gym |
| <input type="checkbox"/> B1, Sunday school room | Address: _____ |

How would you like us to publicize your event/program?

- Newsletter Website Bulletin Insert Bulletin Board
 Slides before worship (if you have pictures please e-mail them to us)

Do you have something specific you'd like to have written about your event in these publicized locations? _____
