

St Peter's Church Kinver – Event Communication Form

Please use this form to provide information to Diane Awkati, Communications and Publicity Co-Ordinator, about church related events that you are organising such as:

- Social events and activities
- Promotions
- Fund raising activities
- Festivities
- Meetings
- Group activities

This is so that any proposed activities can be recorded in the Church Diary, dates can be checked to ensure there are no clashes with any other planned activities and that arrangements can be agreed relating to effectively promoting and communicating this information.

Event Title								
Venue								
Proposed date(s)								
Proposed times	Start			Finish				
Organiser/ Contact Person Details	Name			Phone number				
	Address			Mobile phone number				
				Email address				
Details of event including refreshment/ food details								
Admission details including cost								
Methods of advertising to be used and suggested deadlines								
Signature					Date			
Permission for publicising contact details, please delete as appropriate	Name		Phone number		Email		Address	
	yes	No	Yes	No	Yes	No	Yes	No

Please pass the above information to Diane, giving as much notice as possible. Please note at least 7-8 weeks notice will be required for advertising information in some publications.

Contact details for Diane:

Telephone **01384 872003** **Email** **diane.awkati@btinternet.com**
Address **70 Meddins Lane Kinver**