



“PURPLE SHEET”

Group/Activity Promotional Request

This form should be submitted three weeks prior to first requested dissemination of information.

Today's Date: _____ Person Submitting Request: _____

Email: _____

Best Phone: _____ day evening

Activity/Group Requesting Promotion: _____

Briefly explain the activity or group's event as you would like it promoted (include: who, what, where, when and why).

► If you have a room preference, please indicate here _____
(ROOM ASSIGNMENT BASED ON AVAILABILITY)

► Do you need a sign-up sheet at the Connections Center for participants of this event? yes no
**if yes, please complete the information on the reverse side of this form.*

Please place this completed form in the “Purple Sheets Completed” folder at the Host Desk. You will receive a follow-up email confirming receipt and approval of this request as well as a final room assignment.

Sign-Up Sheet Information

Please provide the information below if you need a sign-up sheet at the Connections Center.

In addition to their name, please check the information below that you need to have from people who sign up to participate in your activity or event. Please keep in mind that we have limited room on a sign-up sheet, so please only mark those items that are pertinent to your event/activity.

- E-mail
- Phone
- “number attending”
- “child care needed?” (if ministry leader has arranged this as an option with Youth & Family Ministry Director)
- If asking for food sign-ups, please be specific if you are wanting them to bring a particular dish (e.g., if you’re hosting a pasta potluck and would like to direct people to bring one of the following: pasta, bread, salad or dessert, we’ll need to list those as specific options).
- other _____

