

BURTONSVILLE BAPTIST CHURCH • EVENT VISIBILITY REQUEST

Complete this form and give to Frank Ramage at least two weeks before visibility requested. Items in **BOLD** are *required* for submission.

MINIMUM REQUIRED INFORMATION

Event Name:	
Date(s) and Time(s):	
Rain Date(s):	MM / DD / YY <input type="checkbox"/> None
Ages:	
Nursery Provided:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Location, including Room:	
Address, if not BBC:	
Carpool Location/Time:	<input type="checkbox"/> None or N/A
Registration/RSVP:	<input type="checkbox"/> No <input type="checkbox"/> Yes, Optional <input type="checkbox"/> Yes, Required
How/Where:	
Cut-off Date/Max Attendees:	MM / DD / YY <input type="checkbox"/> None
Cost/Payment:	<input type="checkbox"/> None <input type="checkbox"/> \$_____ / Deposit Required: \$_____
Cost Includes (e.g., book):	
Payable to:	
Cut-off Dates:	Deposit: MM / DD / YY Full: MM / DD / YY
CONTACT INFORMATION	
Person:	
E-mail (will not be made public):	
Phone (blank for BBC office):	
REQUESTED VISIBILITY	
<input type="checkbox"/> Website	
<input type="checkbox"/> E-Mail	<input type="checkbox"/> BBC Members Only <input type="checkbox"/> Members and Community
<input type="checkbox"/> Poster artwork	
<input type="checkbox"/> Postcard artwork	
<input type="checkbox"/> Other	
Are artwork, graphics, or other promotional resources available? (e.g., website, CD, clipart)	

(CONTINUED ON PAGE 2)

Full description of event, including **topics, activities, giveaways, target audience** or anything else that should be communicated to attendees (promotional material may be attached to this form, if available). Imagine you've moved to the Burtonsville area, have attended a few of our services, and are given an invitation with this information on it... would you attend given the information below?

Who would enjoy this event/will likely be there along with me? (target audience):

What can I expect to do there/why would I want to go? (speaker/topics/activities/atmosphere):

What do I need to bring with me (Bible, change of clothes, extra cash?):

Anything else that would be helpful to know?