**Tynedale Methodist Circuit**

**CHURCH & CIRCUIT EVENTS FORM**

Please complete this form and return it to Kathleen Armstrong the Circuit Administrator. If you have a poster for the event please also send it to Kathleen.

**Event Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Title** |  | | |
| **Date** |  |  |  |
| **Start Time** |  | **Finish Time** |  |
| **Venue Address** |  | | |
| **Contact Name** |  | | |
| **Contact Telephone No** |  | | |
| **Contact Email Address** |  | | |
| **Event Description**  **(Up to 100 words)** |  | | |

**Publicity Details** – please tick how you would your event publicising.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Circuit Website |  | Quarterly Dates List |  | Distributed to Churches |

Events will be added to the Circuit Website as they are received by the Circuit Administrator.

The quarterly dates list is circulated with the plan, events to be included in this list need to be received by the Circuit Administrator by the following dates:

10th November for circulation in early December

10th February for circulation in early March

10th May for circulation in early June

10th August for circulation in early September

Events will be gathered together distributed monthly to Churches in one email or mailing. Please ensure details of events to be distributed to Churches are with the Circuit Administrator by the 4th Monday of the month so they can be distributed by the Thursday of that week for Church notices the following Sunday.