

Caring Communicator's Checklist

To ensure that we have all information our members and friends will need to consider attending an activity, please complete this checklist.

Name of Class, Workshop or Other Event: _____

Date(s): _____ Beginning and ending times _____

Location (Sanctuary? Other?) _____

Presenter(s): _____

Presenters(s) websites, if applicable: _____

Presenter(s) qualifications (attach bio if available): _____

Description of Class or Other Event — What is this about? _____

If you need more room, please attach a more complete description.

Why is this being offered? _____

What is the cost? _____ Who may attend? _____

How may people register? (Check all that apply) In person at the door In advance only

At the church On the church's website On another website (URL:) _____

By email to _____ By calling _____

What can people who come expect to gain? _____

Completed by (name): _____ Date : _____