

# Caring Communicator's Worksheet

To ensure that we have all information our members and friends will need about an activity, please complete this form.

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 \_\_\_\_\_

This form was created by Friends of Ministry. Visit us at [www.friendsofministry.com](http://www.friendsofministry.com) to learn more about effective church communication.