

Event Promotion Request

Procedures

In order to better serve you with your Event Promotion requests we ask that you fill out the forms we have provided. Most of our functions need special promotion to our congregation and the general public in a timely manner to help the event be successful. Please note the following:

1. Please put all event promotion requests in writing either online or by requesting a paper form from the church office. The online **Event Promotion** form can be found by clicking on the link: (Bethel Event Promotion Form)
<https://www.emailmeform.com/builder/form/r9fA1kexE6fjvd4fDSaq0Y>
2. If your event will use any of the church's facilities please put all requests in writing either online or by requesting a paper form from the church office. The Online **Facility Use** form can be found by clicking on the link: (Facility Use Form)
<https://www.emailmeform.com/builder/form/c96Z02dVO9Rid5>
3. Every attempt will be made to use **FREE** promotion and advertising media wherever possible. If the event requires paid advertising, the cost of such advertising must be paid for by the individual group promoting the event.
4. The PR Coordinator will work with the **contact person** for the activity or event listed on the request form. Please direct any questions or concerns related to any promotion of an event to the PR Coordinator and/or the Pastor.

Pastor Fred Duncan:
pastorfred@yahoo.com
302-645-9426 office
302-236-0189 cell

PR Coordinator
Susan Kremer
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302-542-3854 cell