**HTC EVENT PLANNING FORM**

**NAME OF EVENT:**

**LOCATION: Parish Hall Undercroft Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_Specify**

**DATE OF EVENT: TIME FRAME:**

**SET UP TIME: SET UP NEEDS:**

**CONTACT NAME: PHONE #:**

**CONTACT NAME: PHONE #:**

**DESCRIPTION OF EVENT:**

**KIDS CRAFTS:**

**PROCEEDS:**

**FUNDING BUDGET LINE:**

**# OF FLYERS: # OF POSTCARDS:**

**ADVERTISING: TIDINGS BULLETIN FB WEBPAGE**

**CABLE STATIONS**

**HOLLAND STURBRIDGE**

**BRIMFIELD SOUTHBRIDGE**

**WALES CHARLTON**

**NEWSPAPERS**

**SEN STURBRIDGE TIMES**

**TOWN COMMON SMART SHOPPER**

**IN CITY TIMES T&G**

**REPUBLICAN**

**Q90.1**

**EMAIL AREA CHURCHES**

**EMAIL OTHER: SPECIFY**

**OTHER**