**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**