

EVENT FORM FOR ARKANSAS-LOUISIANA CONFERENCE NEWSLETTER

(How to make SUBMISSIONS to *CONNECTIONS*)

Fax them in – Mail them in – Send them in an email

Fax #: 318-631-6247 – PO Box 31000 Shreveport LA 71130 – falcorn@arklac.org

What is happening in your area? We need your testimony. We want you to tell your stories. We are excited to hear what is happening in your districts and churches, and we need your involvement to make this a vibrant newsletter to share with the sister congregations of our Conference your ideas, plans and projects that have succeeded, as well as future events for which we can pray.

- This has already happened and I'm submitting a story about it
- This is an upcoming event we would like mentioned or on calendar

Name of Church: _____ Email contact: _____

Contact Person: _____ Phone: _____

Date of Event: _____ Time: _____

Place: _____

What Group within your church does this represent? _____

Along with stories, please email high resolution **pictures** to falcorn@arklac.org or sdowns@arklac.org

Description of Event: *(Stories may be submitted on separate paper if not enough room here. Give as many details as possible to make it interesting. We will edit as needed)*

WHO? _____

Name of church, specific group and/or individuals involved, person to contact, how to reach them if pertinent

WHAT? _____

Name of event, (What is going on if future event, description of what happened if in the past)

Ideas: Obituaries, significant birthdays, weddings, anniversaries, and other milestones -- you may submit flyers, etc.

WHEN? _____

Time of Day, Day of the week, Month, Date, Year

WHERE? _____

Location at which this will take place, include directions / landmarks / who to contact for more info

WHY? _____

What is the PURPOSE of this event?