

ZION SPECIAL EMPHASIS INFORMATION Date of submission: _____



RETURN INFORMATION TO:

Zion Lutheran Church Office
 PO Box 88 / 1200 Highway 25 South
 Buffalo, MN 55313

Phone: 763-682-1245
 FAX: 763-684-1967

Email: ann@zionbuffalo.org

Proposed Start Date

Proposed Ending Date
 (if more than one day—
 suggested maximum of 3
 consecutive Sundays)

Staff may ask you to adjust your plans according to ministry priorities.

Please submit 2 weeks in advance of applicable publicity deadlines (newsletter, bulletin).

Use this form to provide the staff with information about committee or ministry activities to be emphasized on specific Sundays and/or in the lobby/narthex. This helps the staff know what is happening on a Sunday, and helps you avoid conflicts with other groups.

- Collection Bin: 32-gallon wheeled bin with signage to be set up by staff and emptied/maintained by ministry group
- Ticket Sales: Located at the information desk. Volunteer or office staff (depending on anticipated volume)
- Fundraiser Sale /Silent Auction Tables needed: _____ Other needs: _____
- Information Display Tables needed: _____ Other needs: _____
- Other: _____

Title (as it should be listed in the calendar etc.) _____

Sponsoring Zion Committee _____

Ministry or ministry partner this supports/promotes _____

If above date is not possible: Earlier date Later date Contact me 2nd choice _____

Person to contact with questions _____

Phone _____ Cell Home Work

Email Address _____

Details (ticket prices, items being collected, etc.) _____

FOR OFFICE USE ONLY

Form received on: Date _____ By _____

Bulletin (1) _____

Staff review on: Date _____ By _____

Bulletin (2) _____

Event scheduled on: Date _____ By _____

Bulletin (3) _____

Confirmed on: Date _____ By _____

Newsletter _____