

**St. Paul Lutheran Church  
Communication Worksheet**

- Church Congregation
- School Parents/Students/Staff
- Community

**Submission Date:**

**Submitted by:**

**Phone/Email:**

**Contact Name (to be published):**

**Contact Phone (to be published):**

**Contact Email (to be published):**

**Who (Name of person, committee, group, etc. hosting/coordinating event):**

**What (Event title and/or description of what is happening):**

**When (Date and time/duration):**

**Where (Location on church/school campus or name/address of other location):**

**Why (Purpose of this event):**

**How (Details about how to participate/volunteer/get more information):**

**How much (Cost and to whom checks are payable):**

**RSVP to (Reservations/info to whom?):**

**Deadline (Last day/time):**

**This form must be submitted to the church secretary at St. Paul Lutheran Church.**