



Publications/Events Submission Form (Rev 6)

Please complete this form in its entirety and submit to the Publications office
DUE MONDAY AT LEAST TWO (2) WEEKS PRIOR TO PUBLICATION

Email: Publications@journeycc.net fax: 209-833-8471 Drop off at office or Grand Central

Dept/Ministry/Person: _____ **Submission Date:** _____

Contact: _____ Phone #: _____ E-mail _____

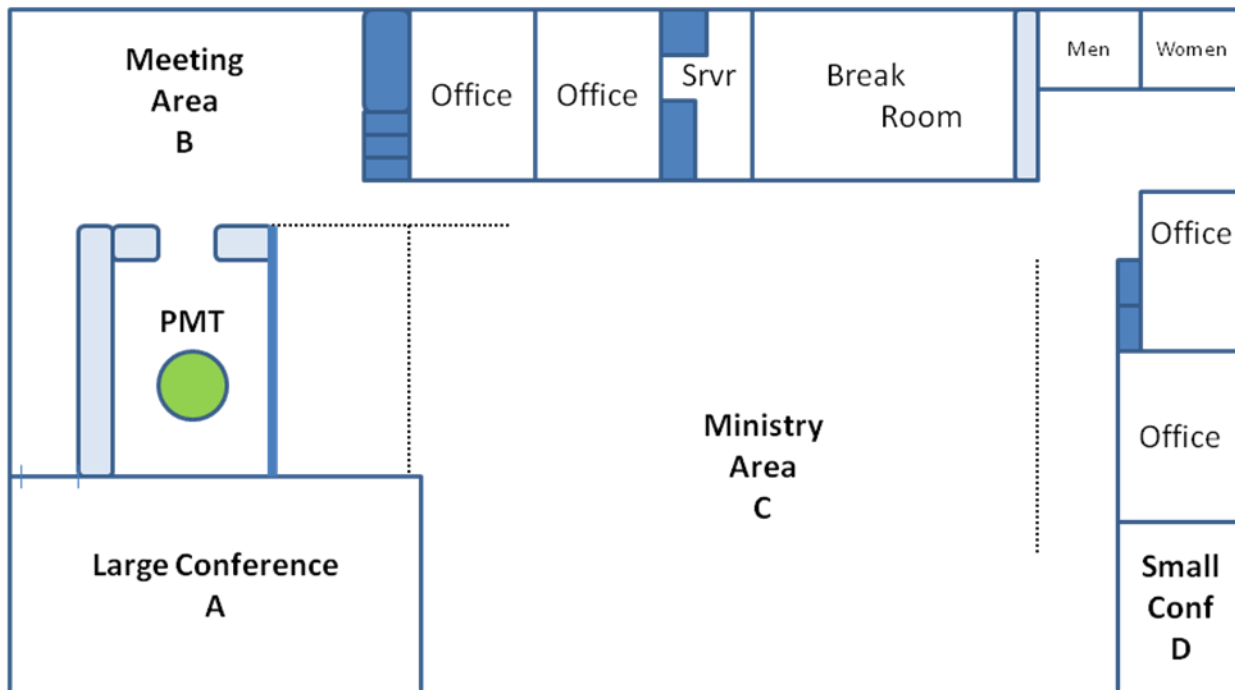
EVENT DESCRIPTION _____

<p>PUBLICATIONS INFO (if needed):</p> <p><i>Event Date:</i> _____</p> <p><i>Event Time:</i> _____</p> <p><i>Event Location:</i> _____</p> <p><i>Publication Date:</i> _____</p> <p>Announcement description <i>(be clear & specific, provide other website addresses/materials, attach anything as needed):</i> NOTE: Subject to editing.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>MINISTRY CENTER RESERVATION INFO:</p> <p><i>Event Day & Date:</i> _____</p> <p><i>Time w/ set-up & clean up:</i> _____</p> <p><i>Room:</i> Lrg Conf(A) <input type="checkbox"/> Mtg Area(B) <input type="checkbox"/> Min Area(C) <input type="checkbox"/> Sml Conf(D) <input type="checkbox"/></p> <p align="center"><i>Setup JCC Online Registration?</i> <input type="checkbox"/></p> <p><i>Max # participants</i> _____ <i>Regis Amt \$</i> _____</p> <p><i>Additional Info on Registration: (use back as needed):</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Materials Needed (i.e. Tables, Chairs, Proj, DVD, etc)</i></p> <p>_____</p>
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Office Use Only

<p>Date Received: _____</p> <p>Received by: _____</p>	<p>Reviewed (chk): _____ Date _____</p> <p>_____</p> <p align="center">Approved: (Signature)</p> <p>_____</p>		
<p><u>Materials Process Review/Completion:</u></p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p><input type="checkbox"/> Publications: ___ <input type="checkbox"/> Web Calendar _____</p> <p><input type="checkbox"/> E-New _____</p> <p><input type="checkbox"/> Program _____</p> <p><input type="checkbox"/> Announce Slide _____</p> <p><input type="checkbox"/> Website _____</p> <p><input type="checkbox"/> Event System _____</p> <p><input type="checkbox"/> JrnyKids E-News _____</p> </td> <td style="width:50%; vertical-align: top;"> <p><input type="checkbox"/> Grand Central: _____</p> <p><input type="checkbox"/> Table Materials _____</p> <p><input type="checkbox"/> Form(s)/Box Return _____</p> <p><input type="checkbox"/> ReOrder Form Update _____</p> <p><input type="checkbox"/> Drop Off/Pickup of Items _____</p> <p><input type="checkbox"/> Room Reserved/Calendar: _____</p> </td> </tr> </table> <p align="center"><i>(Copies to: Publications, Events, Grand Central, Finance)</i></p>		<p><input type="checkbox"/> Publications: ___ <input type="checkbox"/> Web Calendar _____</p> <p><input type="checkbox"/> E-New _____</p> <p><input type="checkbox"/> Program _____</p> <p><input type="checkbox"/> Announce Slide _____</p> <p><input type="checkbox"/> Website _____</p> <p><input type="checkbox"/> Event System _____</p> <p><input type="checkbox"/> JrnyKids E-News _____</p>	<p><input type="checkbox"/> Grand Central: _____</p> <p><input type="checkbox"/> Table Materials _____</p> <p><input type="checkbox"/> Form(s)/Box Return _____</p> <p><input type="checkbox"/> ReOrder Form Update _____</p> <p><input type="checkbox"/> Drop Off/Pickup of Items _____</p> <p><input type="checkbox"/> Room Reserved/Calendar: _____</p>
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Ministry Center Room Map



Ministry Center Cleanup Checklist

- | | |
|--|--|
| <input type="checkbox"/> Bathrooms cleaned & trash emptied | <input type="checkbox"/> All Floors swept, vacuumed & cleaned (<i>conference rooms & break room</i>) |
| <input type="checkbox"/> Break Room cleaned, dishes washed, carts cleaned and trash emptied | <input type="checkbox"/> Trash taken to dumpsters (<i>located at center of complex</i>) |
| <input type="checkbox"/> Clean all Tables, Tables & Chairs put away; equipment and furniture returned to its place | <input type="checkbox"/> Reset any thermostat changes |
| <input type="checkbox"/> Verify power shut off to any equipment used (<i>sound, coffeepots, TV etc.</i>) | <input type="checkbox"/> Make sure that side door is closed |
| | <input type="checkbox"/> Lights off in all rooms and Alarm is set |

PLEASE be **Wise, Considerate** and **Respectful** when using God’s facility.

- If you use something, then return it to its proper place.
- If you spill something, then clean it up.
- No alcoholic beverages on the premises.
- No skateboarding.