



NON-CHURCH WIDE EVENTS AT WHBC

STEPS TO HELP YOU HAVE A SUCCESSFUL EVENT AND INCLUDE MEMBERS OF WHBC

- Step 1** Complete an event request:
<https://whbcconway.org/request-forms>
An event request should be completed regardless of the location of the event. This helps to prevent "overcrowding" the WHBC Calendar. WHBC Staff will review the event request submitted during weekly staff meetings. Staff meetings are held on Monday mornings at 10am. The requester will be notified within 24 hours of the meeting completion and if the event has been approved, WHBC Staff will place the event on the Church Calendar. The WHBC Staff will make every attempt possible to not schedule other events during this time.
- Step 2** While we do not post non-church wide events in the bulletin, on the website or in announcements, there are other ways the church can assist you in promotion. At your request, your event will be posted in the Community section of our weekly church email.
You will also likely want to post your event on social media, on the WHBC Community Facebook page.
The event hostess may choose to provide copies of the invitations for each Sunday School Class. We request that these be placed no more than 2 weeks prior to the event.
- Step 3** The best attended events generally come when there is a personal invitation from the host/hostess via email, mail or phone call. This is proven to work, whereas other forms of announcing the events have not worked. You know best whom you would like to attend. Your invitation will be the most influential to those interested.
If you need access to Realm for member addresses, please contact the church office. For the sake of consistency, we do not print labels or event invitations, post information on the church website or in the Bulletin.