

Hammond Street Congregational Church, UCC  
Event Notice

Please share this information with the church office ([hsc@midmaine.com](mailto:hsc@midmaine.com)) and Andre Chasse ([aechasse@yahoo.com](mailto:aechasse@yahoo.com)) at least 10 days prior to the event. (*The BDN requires several days advance notice to publish in their Events columns, as does the Maine Public Community Calendar.*)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Location of Event:  sanctuary  Fellowship Hall  Throckmorton Rm.  1<sup>st</sup> floor

Other: \_\_\_\_\_

Admission charge?  Yes  No If yes, cost \_\_\_\_\_ Donations requested?  Yes  No

Event Description: *(the more details the better)*

Where would you like this event published? *(check all that apply)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> HSCC website    | <input type="checkbox"/> HSCC Official Facebook page | <input type="checkbox"/> My HSCC Family    |
| <input type="checkbox"/> Sunday Bulletin | <input type="checkbox"/> Hammond Streeter            | <input type="checkbox"/> Bangor Daily News |
| <input type="checkbox"/> Radio/TV        | <input type="checkbox"/> MP Community Calendar       |  |

Do you need an event photographer?  Yes  No

If No, we will provide photos of event.  Yes  No

Name(s) of contacts for event (chair/co-chair, others), telephone number and email address.

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If you have your own poster or press release, please include it with this form.