

# Temple Israel: Event Cover Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Group: \_\_\_\_\_

When would you like this information published? If you would like this to run in more than one edition, please specify each month for which it is to appear.

Which Month(s): \_\_\_\_\_

## Event Information

Who is sponsoring the event? \_\_\_\_\_

What is the name of the event? \_\_\_\_\_

When is the event? \_\_\_\_\_

What time does the event begin/end? \_\_\_\_\_

Where is the event? \_\_\_\_\_

What is the cost for members? \_\_\_\_\_

What is the cost for non-members? \_\_\_\_\_

Who is to be contacted for further information/registration? (Please provide name, phone and e-mail) \_\_\_\_\_

Where are registration forms to be sent? (Please provide name, address, phone and how the checks are to be made out and any other necessary information for the R.S.V.P. form) \_\_\_\_\_

\_\_\_\_\_

Is there a specific logo, graphic or pictures that must be used? (If yes, please attach)

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

\_\_\_\_\_

\_\_\_\_\_

### Messenger deadline:

Articles for submission must be received by the **first** of the month prior to the edition in which the article is to appear. (Example: February 1 for March Messenger)

✧ Remember that December/January and June/July Messengers are combined.

You can send this to: Temple Israel, Attn: Kathy, 5725 Walnut Lake Rd. West Bloomfield, 48323 or, fax to 248-661-1302 Attn: Kathy. If you have any questions, please contact Kathy Johnston at [kjohnston@temple-israel.org](mailto:kjohnston@temple-israel.org) or 248-661-5700.