

SUNDAY SCHOOL PUBLICITY INFORMATION CHECKLIST

NAME OF CLASS:

TEACHER:

CLASS BEGINNING DATE:

LENGTH OF CLASS:

(Number of Weeks)

SUPPLIES NEEDED:

REQUIRED FROM TEACHER

COMPLETED	ITEM
	Publicity Information Request Form
	Write-up for website and other publicity

OFFICE CHECKLIST

COMPLETED	ITEM
	Information posted on website
	Signage made for Classroom Door
	Signage updated in foyer
	Sunday Morning Announcement Rotation Updated
	Attendance Slip Packet Provided to Teacher
	Sign-up Sheet Prepared for Placement in Foyer