



# GRACE HILL CHURCH

## PLANNING & EVENTS APPROVAL FORM

Date Submitted \_\_\_\_\_

Executive Director \_\_\_\_\_

Coordinator \_\_\_\_\_

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Theme \_\_\_\_\_

Scriptural Reference \_\_\_\_\_

Special Guest(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Approved \_\_\_\_\_

Modifications \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Authorized Staff

Approved by: \_\_\_\_\_  
Elder Beryl I. Cowthran, Senior Pastor/Founder

*A completed copy of this planner will be placed on file in the Executive Office for evaluation and reference.*



# GRACE HILL CHURCH

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## **DIVINE INTERVENTION**

What is the plan for prayer for this event?

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What are the evangelistic goals of this event?

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# GRACE HILL CHURCH

## PLANNING & EVENTS CHECKLIST

AREA	DATE	SIGNATURE OF CONTACT PERSON
<b>Business Admin.</b>		
Facilities Request Form		
Equipment Usage Form		
Announcement Form		
Cleanup		
Open/Lock		
<b>Finance</b>		
Counters		
Budget		
Check Requests (due at least 2wks prior to event)		
<b>HELPS Ministry</b>		
Ushers		
Greeters		
Deacons		
Protocol Team		
Security		
Armorbearers		
Others		
<b>Kingdom Builders' Network</b>		
Call to Worship		
Altar Call		
<b>Graceful Sounds &amp; Arts</b>		
<b>Media (Sound)</b>		
Audio		
Video		
<b>Praise Team</b>		
Graceful Voices		
Psalmist		
<b>Dance</b>		
Liturgical Dance		
Mime Dance		
<b>Choir</b>		
Women's Chorus		
Male Chorus		



# GRACE HILL CHURCH

## PLANNING & EVENTS CHECKLIST

AREA	DATE	SIGNATURE OF CONTACT PERSON
<b>Publicity</b>		
Printed Material		
Radio		
Television		
Newspaper		
<b>Hospitality/Guest Services</b>		
Personal Pastoral Assistants		
Drivers		
Lodging Reservations		
Travel (Airfare, etc)		
Catering/Reservations		
Hospitality Service Team		
<b>Administrative</b>		
Guest Questionnaire		
Letter of Invitation to Speaker		
Letter of Confirmation to Speaker		
Letter to Pastors/ Special Guests		
Welcome Letter for Guest(s)		
Guest's Itinerary		
Letter to Mayor/Proclamation		
Proclamation		
Media Advisory (to event 3 week prior)		
Worship Schedules		
Press Release (72 hours after event)		



# GRACE HILL CHURCH

## Planning & Events Budget Sheet

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

Date of Event: \_\_\_\_\_

### INCOME

Fundraisers	_____	
Offerings	_____	
Contributions	_____	
Other revenue	_____	
<b>Total revenue</b>		\$ _____

### EXPENSES

#### Publicity/Advertising

Radio	_____
Commercials	_____
Printed Materials	_____

#### Lodging

\_\_\_\_\_

#### Venue (Off-site)

\_\_\_\_\_

#### Transportation (Limo/ special rentals)

\_\_\_\_\_

#### Travel

Airfare/Ground	_____
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#### Office Supplies

_____
_____

#### Culinary

Dining –out	_____
Dining –in	_____
Catered	_____

#### Misc. Refreshments

Items Needed:	_____
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#### Special Fees:

Psalmists/Special Musical Guest	_____
Sound/Tech. Assistance	_____

#### Honorarium: (see Pastor Cowthran)

_____ (Check _____)
_____ (Check _____)
_____

#### Total Expenses

\$ \_\_\_\_\_

#### Excess of revenues over expenses

\$ \_\_\_\_\_



# GRACE HILL CHURCH

## PROPOSED FUNDRAISERS FOR EVENT

Please list all proposed fundraisers, including date, time, and location. Please place an "X" in the blank indicate that a facilities request form and an bulletin announcement form have been submitted for "fun"raiser.

Type of FundRaiser	Date	Time	Location	Approval
				Facilities Request Form____ Bulletin Announcement Form_____
				Facilities Request Form____ Bulletin Announcement Form_____
				Facilities Request Form____ Bulletin Announcement Form_____
				Facilities Request Form____ Bulletin Announcement Form_____
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				Facilities Request Form____ Bulletin Announcement Form_____
				Facilities Request Form____ Bulletin Announcement Form_____





# GRACE HILL CHURCH

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## PUBLICITY (continued)

### **RADIO**

A. Please list the radio station(s) that will publicize the event. Please include cost(s) on budget sheet.

_____	\$ _____
Station	cost
_____	\$ _____
Station	cost
_____	\$ _____
Station	cost

B. Who will produce the Radio Spot?  
N/A

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### **TELEVISION**

A. Please list the television station(s) that will publicize the event. Please include cost(s) on budget sheet.

_____	\$ _____
Station	cost
_____	\$ _____
Station	cost
_____	\$ _____
Station	cost

B. Who will produce the television commercial?

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# GRACE HILL CHURCH

*All publicity (newspaper, flyer/push-card, radio, & television) requires prior approval.*

## **PHYSICAL REQUIREMENTS**

**LOCATION OF EVENT/VENUE** *(If the event is to be held at Grace Hill Campus, please submit a "Facilities Request" form.)*

A. Where will the event be held? \_\_\_\_\_

B. Is the facility owned by the City of Shreveport or Bossier? \_\_\_\_\_

C. Facility Costs \$\_\_\_\_\_ (please include on budget sheet)

D. Special Seating Arrangements? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. When will you set-up for the event? \_\_\_\_\_

F. Special decorations or arrangements. Please be specific. \_\_\_\_\_

\_\_\_\_\_

**EQUIPMENT** *(If the event is to be held at any Grace Hill Site, please submit an "Equipment Usage" form.)*

A. Piano \_\_\_\_\_

B. Organ \_\_\_\_\_

C. Screen/Projector \_\_\_\_\_

D. DVD player \_\_\_\_\_

E. Television \_\_\_\_\_

F. Microphone(s) \_\_\_\_\_ (please specify number)

G. Podium \_\_\_\_\_

H. Other(s) \_\_\_\_\_



# GRACE HILL CHURCH

## CULINARY REQUIREMENTS

A. Date of Services Requested: \_\_\_\_\_

B. Estimated Time of Meal: \_\_\_\_\_

C. How many guest(s) dining: \_\_\_\_\_

D. If dining *out*, please specify where *and* confirm reservations:

\_\_\_\_\_

E. If dining *in*, please specify caterer:

\_\_\_\_\_

F. Proposed cost of dining \$\_\_\_\_\_ (please include on budget sheet)

G. Special seating and decorations: *(Please be specific.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MENU

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please submit to hospitality team/culinary services at least 30-days prior to event. Please note special dietary requests of Pastor Cowthran & guest(s).*



# GRACE HILL CHURCH

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## Action Items

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
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**GRACE HILL CHURCH**

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# **GUEST QUESTIONNAIRE**

**(Speaker/Psalmist/etc.)**



# GRACE HILL CHURCH

**Beryl I. Cowthran, Senior Pastor/Founder**  
**P. O. Box 37987**  
**Shreveport, LA 71133**  
**(318) 540-7856 (main)**

## **GUEST SPEAKER QUESTIONNAIRE**

Name \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Number \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

Will anyone travel with you? \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please list name and appropriate title \_\_\_\_\_

### **SPECIAL ACCOMODATIONS**

Please check all that apply.

A. What is your beverage preference?

\_\_\_\_\_ Water (please circle one- *room temperature/cold*)

\_\_\_\_\_ Juice (please circle one- *room temperature/cold*)

\_\_\_\_\_ Hot Tea

\_\_\_\_\_ other; please specify \_\_\_\_\_

B. When would you like your beverage served?

\_\_\_\_\_ Before ministering

\_\_\_\_\_ While Ministering

\_\_\_\_\_ After Ministering



# GRACE HILL CHURCH

## GUEST SPEAKER QUESTIONNAIRE continued

C. Do you require a light snack prior to ministering? \_\_\_\_\_yes \_\_\_\_\_ no. If yes, what is/are your preference(s)?

\_\_\_\_\_ Fruit

\_\_\_\_\_ Vegetables

\_\_\_\_\_ Cheese/Crackers

\_\_\_\_\_other; please specify \_\_\_\_\_

D. Please inform us of any food allergies, special dietary needs, etc.

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E. Please inform us of any other special accommodations:

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### **HOTEL ACCOMMODATIONS**

*The Administrative Office of Grace Hill Church will make your hotel reservations unless stated otherwise by personal request or contract.*

A. What type of room(s) do you need? (I.e. King-size bed, non-smoking, adjoining suite with king-size bed, double, etc.) *Please be specific.*

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# GRACE HILL CHURCH

## **GUEST SPEAKER QUESTIONNAIRE continued**

B. Number of rooms requested? \_\_\_\_\_

C. Day, Date, & Time of Check-In \_\_\_\_\_

D. Day, Date, & Time of Check-out \_\_\_\_\_

E. Will you need an early check-in or a late check-out? *Please be specific.*

\_\_\_\_\_  
\_\_\_\_\_

### **FLIGHT ACCOMODATIONS**

A. Would you like for us to make the flight arrangements? \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please specify the preferred day, date, and time of arrival and departure and list any special accommodations. (*For Example, Monday, August 10, 2009, morning, wheelchair requirement*)

\_\_\_\_\_

B. Airline Preference (i.e. Delta, American Airlines, Continental, etc.)?

\_\_\_\_\_

C. Frequent Flyer # \_\_\_\_\_

*If your offices will be responsible for making your travel arrangements, the Administrative Offices of Grace Hill Church will reimburse at the lowest flight costs 28-days prior to the date of the event.*

### Arrival

Airline(s) & Flight Number(s) \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm (circle one)

Armorbearer/Assistant \_\_\_\_\_ Contact Number \_\_\_\_\_



# GRACE HILL CHURCH

## GUEST SPEAKER QUESTIONNAIRE Continued

### Departure

Airline(s) & Flight Number(s) \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm (circle one)

Total Cost of Reimbursement for Guest an Assistant \$ \_\_\_\_\_

### **MINISTRY PRODUCTS**

A. Will you need a table for ministry products? \_\_\_\_\_yes \_\_\_\_\_no  
If yes, do you need our office to provide an assistant?

\_\_\_\_\_

B. Will you ship the product to our office prior to your arrival? \_\_\_\_\_yes \_\_\_\_\_no.  
If yes, what method of shipping will you use?

\_\_\_\_\_

### **RECORDING CONSENT (audio/video)**

Permission granted \_\_\_\_\_ denied \_\_\_\_\_ to record messages.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Confirmation:** Once travel arrangements have been made, please email your itinerary to the Administrative Office of Grace Hill Church including the cost of the airline ticket(s). Email [Gracechill.ghc@gmail.com](mailto:Gracechill.ghc@gmail.com) and [Ghcfinance03@gmail.com](mailto:Ghcfinance03@gmail.com).





**GRACE HILL CHURCH**

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# **APPENDIX**

**SAMPLE DOCUMENTS**

**MEDIA CONTACTS**

**PLANNING & EVENTS  
FEEDBACK FORM**



# GRACE HILL CHURCH

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## SAMPLE LETTER OF INVITATION

August 4, 2019

(Address)

Dear Pastor (Name)

I greet you in divine love and high esteem.

We respectfully request that you be our guest speaker for 2<sup>nd</sup> Church Anniversary on Sunday, August 11, 2019. The Church Anniversary will be held at Grace Hill Church, 1303 Line Avenue, Shreveport, Louisiana.

The theme for this year's 2<sup>nd</sup> Church Anniversary is "Amazing Grace" 1 Peter 5:10. We have declared this year the "Year of Expansion", and we look forward to a mighty move of God.

If I can be of any further assistance, please feel free to contact (Contact Person) at (xxx) xxx-xxxx.

By His Grace,

Beryl I. Cowthran, PhD.  
Senior Pastor/Founder

BIC/js



# GRACE HILL CHURCH

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## **SAMPLE LETTER –CONFIRMATION OF SPEAKER**

September 9, 2019

Dear (name):

I greet you in divine love and high esteem.

Thank you for accepting our invitation to minister Sunday, September 22, 2019. The Sunday Grace Experience begins at 10:00 a.m. at the Grace Hill Church, 1303 Line Avenue, Shreveport, Louisiana.

Our theme for the occasion is "The Year of Expansion", II Kings 6:17, I Chronicles 4:9-10, Matthew 9:17. We are praying for and anticipating a mighty move of God.

If I can be of any further assistance, please feel free to contact me at (phone number).

By His Grace,

Beryl I. Cowthran, PhD.  
Senior Pastor/Founder

BIC/js



# GRACE HILL CHURCH

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## **SAMPLE INVITE LETTER FOR PASTORS**

August 3, 2019

Dear Friend,

Most Holy Greetings. We the Grace Hill Church are always excited about the new things the Lord is doing within our ministry. Of course, it is with brotherly love that we invite you to share with us in our **2<sup>nd</sup> Church Anniversary Celebration**. Our guest speakers will be Pastor Tyra Cobb, Pastor of Joy Church, Marshall, Texas (Sunday, August 11, 2019) and Pastor Brian Scott, Pastor of Union Baptist Church, Harlem, New York (Sunday, August 18, 2019).

The services will be held at Grace Hill Church, 1303 Line Avenue, Shreveport, Louisiana 10am each Sunday. We sincerely want you to come and share with us. Our theme is “**Amazing Grace**” – **I Peter 5:10**. Please **R.S.V.P.** no later than **Wednesday, August 7, 2019**.

If I may be of any further assistance, please feel free to contact me via email at [gracehill.ghc@gmail.com](mailto:gracehill.ghc@gmail.com) or call (phone number).

By His Grace,

Beryl I. Cowthran, PhD  
Senior Pastor/Founder

BIC/js



# GRACE HILL CHURCH

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## SAMPLE WELCOME LETTER

August 11, 2019

Dear Pastor (name),

Greetings in the name of our Lord and Savior Jesus Christ!

Welcome to the place where God heals! On behalf of the Grace Hill Church family, I extend warm salutations. May your time sharing with us be a most memorable occasion.

If you have any needs, please feel free to contact (contact person) at (phone number).

Grace & Peace,

Beryl I. Cowthran, PhD.  
Senior Pastor/Founder

BIC/tj



# GRACE HILL CHURCH

## SAMPLE OF PROCLAMATION

### *PROCLAMATION*

***WHEREAS**, the Grace Hill Church, where Elder Beryl I. Cowthran, is Senior Pastor and Founder, reaches out and is committed to discipling the Church to impact the world, and,*

***WHEREAS**, the Grace Hill Church will hold its 2<sup>nd</sup> Church Anniversary Celebration, in Shreveport, Louisiana, Sunday, August 18, 2019; and,*

***WHEREAS**, Elder Beryl I. Cowthran, after much prayer, and fasting, shared a vision with seven people of like mind and organized Grace Hill Church, “The Place Where God Heals” established August 10, 2017, and,*

***WHEREAS**, our mission is to disciple the Church to impact the world with the gospel of Jesus Christ. We endeavor to teach others that Jesus is the Light of the World; thereby, encouraging them to transform from visionless lives to living purpose-filled according to God’s divine plan. We hope to be examples of Christ in deed while personifying His loving character through grace, and*

***WHEREAS**, Grace Hill will be a church of common people with a common belief and common culture for Kingdom building, and,*

***NOW, THEREFORE, I, Adrian Perkins**, Mayor of the City of Shreveport, do hereby proclaim, Sunday, August 18, 2019, as:*

### **“GRACE HILL CHURCH DAY”**

*in the City of Shreveport, and urge all citizens to join with family, friends, and members of the Grace Hill Church to commit to the spiritual growth, community fortitude, and vibrant success of our great city.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Shreveport to be affixed.*



# GRACE HILL CHURCH

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## SAMPLE LETTER FOR PROCLAMATION

August 7, 2019

Mayor (name)  
Shreveport City Hall  
Shreveport, Louisiana 71108

Dear Mayor Perkins,

We invite you to share with us in 2<sup>nd</sup> Church Anniversary Celebration. The service will be held at 1303 Line Avenue, Shreveport, Louisiana at **10:00 a.m., Sunday, August 18, 2019**. We humbly request your presence to present the proclamation to members of Grace Hill Church.

Please advise our office if you or a representative would be available to present the proclamation.

If I can be of any further assistance, please feel free to contact (contact person) at (phone number).

Respectfully,

Beryl I. Cowthran, PhD.  
Senior Pastor/Founder

BIC/tj



# GRACE HILL CHURCH

## SAMPLE OF ITINERARY



2<sup>nd</sup> Church Anniversary  
Sunday, August 18, 2019  
Guest Pastor  
Assistant: name  
Proposed Itinerary

"Amazing Grace" 1 Peter 5:10

### **Sunday, March 22, 2009**

Departure from Washington, DC (Ronald Reagan National Airport)	12:00 pm
(Delta Airlines Flight # 1965)	
Arrival in Shreveport, LA (Shreveport Regional Airport)	4:20 pm
(Delta Airlines Flight # 5544)	
Departure to Shreveport Hilton Hotel	4:30 pm
Departure to Grace Hill Church	7:20 pm
Arrival at Grace Hill Church	7:35 pm
(Dinner- Grace Hill Church)	
Departure to Shreveport Hilton Hotel	10:15 pm
Arrival at Shreveport Hilton Hotel	10:30 pm

### **Monday, March 23, 2009**

Check-out from Shreveport Hilton Hotel	9:30 am
Departure for Shreveport Regional Airport	9:45 am
Arrival at Shreveport Regional Airport	10:00 am
Flight departure (Northwest Airlines Flight # 2231)	11:30 am
Arrival in Washington, DC	5:37 pm
(Northwest Airlines Flight # 1640)	





# GRACE HILL CHURCH

“Church Anniversary”  
 Grace Experience Service -10:00 A.M.  
 Sunday, August 11, 2019

Time	Minutes	Assignment	Person Serving	Special Notes
10:00-10:01a.m.	1 minute	Call to Worship	Pending	
10:01-10:05a.m.	4 minutes	Hymn	Graceful Voices	pending
10:05-10:06a.m.	1 minute	Scripture	Pending	
10:06-10:07a.m.	1 minute	Prayer	Pending	
10:07-10:09a.m.	2 minutes	Exhortation	Pending	
10:09-10:24a.m.	15 minutes	Praise & Worship	Graceful Voices	
10:24-10:27a.m.	3 minutes	Reminders	(Name of person)	
10:27-10:30a.m.	3 minutes	Mission Statement Recitation	Youth member	
10:30-10:37a.m.	7 minutes	Selection	Graceful Voices	
10:37-10:41a.m.	4 minutes	Greetings	Member of Grace Hill	Grace Hill Song
10:41-10:51a.m.	10 minutes	Tithes, Offerings & Emphasis	Pastor B. Cowthran	
10:51-10:54a.m.	4 minutes	Introduction of Speaker	Pastor B. Cowthran	
10:54-11:34a.m.	40 minutes	<b>A Word from the Lord</b>	Speaker (name)	Name of Church
11:34-11:39a.m.	5 minutes	Invitation	Speaker (name)	
11:39-11:45a.m.	6 minutes	Remarks/Benediction	Pastor B. Cowthran	



# GRACE HILL CHURCH

## SAMPLE ORDER OF WORSHIP-THE EXPERIENCE

“Special Occasion/Event/Conference”  
Grace Experience Service-10:00 A.M.  
Sunday, August 3, 2019

<b>Time</b>	<b>Minutes</b>	<b>Assignment</b>	<b>Person Serving</b>	<b>Special Notes</b>
6:45-7:00pm	15 minutes	Intercessory Prayer	Intercessors	
7:00-7:10pm	10 minutes	Preview to Power	Protocol Team & Praise Productions	
7:10-7:15pm	5 minutes	Word Explosion		
7:15-7:17pm	2 minutes	Call to Worship		
7:17-7:19pm	2 minutes	Opening Selection	Graceful Voices	
7:19-7:20pm	1 minute	Welcome Cyber-Church		
7:20-7:35pm	15 minutes	Praise & Worship	Graceful Voices	
7:35-7:50pm	15 minutes	Selections	Graceful Voices	
7:50-7:55pm	5 minutes	Pastoral Greetings & Emphasis		
7:55-8:05pm	10 minutes	Tithes, Offerings, &Pledges		
8:05-8:10pm	5 minutes	Ministry in Song	Graceful Voices	
8:10-9:00pm	50 minutes	A Word From the Lord	Guest Speaker	
9:00-9:02pm	2 minutes	Invitation/Expressions		
9:02-9:05pm	3 minutes	Benediction		



# GRACE HILL CHURCH

## **MEDIA ADVISORY**

(Please submit 3 weeks prior to event.)

MEDIA ADVISORY  
FOR IMMEDIATE RELEASE  
(DATE)

CONTACT: Church Representative  
OFFICE: (xxx) xxx-xxxx  
CELL: (xxx) xxx-xxxx

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## **NAME of CONFERENCE "Theme"**

*Grace Hill Church will host (name of conference or event)!*

WHAT: Elder Beryl I. Cowthran, Senior Pastor/Founder will host HARVEST CONFERENCE 2019. Services are FREE and open to the public.

WHO: Elder Beryl I. Cowthran, Senior Pastor/Founder of the Grace Hill Church.

Conference Speakers:

Wednesday Night: Bishop or Pastor, Senior Pastor/CEO  
*Church name, Shreveport, LA*

Thursday Night: Bishop or Pastor name, Senior Pastor  
*Church name, Gardena, CA*

Friday Night: Bishop or Pastor name, Senior Pastor  
*Church name, Richmond, VA*

*Recording Artists (names)*

*Empowerment Sessions held nightly at 6:00 p.m.  
(\$25.00 class registration \* \$ 35.00 after October 22, 2019)*

WHERE: Grace Hill Church  
1303 Line Avenue  
SHREVEPORT, LOUISIANA 71101  
(318) 540-7856

WHEN: Wednesday, November 4, 2019-Friday, November 6, 2019

*website*



# GRACE HILL CHURCH

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## **MEDIA CONTACTS**

*Planning & Events Coordinator will contact with newspaper, radio and television unless stated otherwise by Pastor.*

### **NEWSPAPER**

#### **Shreveport Sun**

Email: [sunweekly@aol.com](mailto:sunweekly@aol.com)  
2224 Jewella Avenue  
Shreveport, LA 71109-2497  
(318) 631-6222 (MAIN)  
(318) 635-2822 (FAX)

### **FLYER/PUSHCARD**

#### **Infinite Impressions**

Contact: (Pastor) Jeremy Cowthorn  
Email: [jeremy@infiniteimpression-media.com](mailto:jeremy@infiniteimpression-media.com)  
(318) 834-2423

### **RADIO STATIONS**

#### **The Radio Group (KDKS 102.1, KBTT 103.7, KOKA 980)**

Contact: Rasheeda Joseph  
Email: [rasheeda@radiogroupshreveport.com](mailto:rasheeda@radiogroupshreveport.com)  
Website: [radiogroupshreveport.com](http://radiogroupshreveport.com)  
208 N. Thomas Drive  
Shreveport, LA 71107  
(318) 464-7486 (CELL)  
(318) 226-5687 (MAIN)  
(318) 320-0957 (FAX)

#### **Cumulus Radio Group (KMJJ 99.7)**

Contact: (Pastor) Corey Williams  
Email:  
Website: [KMJJ@cumulus.com](mailto:KMJJ@cumulus.com)  
270 Plaza Loop  
Bossier City, LA 71111  
(318) 549-8500 (MAIN)  
(318)  
(318)



# GRACE HILL CHURCH

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## TELEVISION STATIONS

### **KSLA Channel 12**

General Comments: [comments@ksla.com](mailto:comments@ksla.com)  
News Department: [news12@ksla.com](mailto:news12@ksla.com)  
PSA's/Community Calendar: [psa@ksla.com](mailto:psa@ksla.com)  
1812 Fairfield Avenue  
Shreveport, LA 71101

Contact: Tralicia Allen  
Email: [danshell84@yahoo.com](mailto:danshell84@yahoo.com)  
(318) 834-9354

### **Lions Production, LLC**

Contact: Tralicia Allen  
Email: [danshell84@yahoo.com](mailto:danshell84@yahoo.com)  
(318) 834-9354

### **KMSS Fox 33**

Charlie Nell Jones  
Website: [www.kmsstv.com](http://www.kmsstv.com)  
3519 Jewella Avenue  
Shreveport, LA 71109  
(318) 393-3050 (CELL)  
(318) 631-5677 (MAIN)

### **KTAL Channel 6**

(318) 629-6000 (MAIN)  
(318) 617-4308 (CELL)  
(318) 629-7161 (MAIN)  
(318) 294-3104 (CELL)  
3150 N. Market Street  
Shreveport, LA 71107

### **KTBS Channel 3**

Website: [ktbs.com](http://ktbs.com)  
312 E. Kings Hwy  
Shreveport, LA 71104  
(318) 861-5880 (MAIN)  
(318) 218-9025 (CELL)  
(318) 219-4680 (FAX)

### **COMCAST**

6529 Quilen Road  
Shreveport, LA 71108  
(318) 213-4100 (MAIN)  
(318) 213-4226 (FAX)

## **PLANNING & EVENTS FEEDBACK FORM**



# GRACE HILL CHURCH

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Date \_\_\_\_\_

Executive Director \_\_\_\_\_

Coordinator \_\_\_\_\_

Event \_\_\_\_\_

What would you say the outcome of this (special service, seminar, conference or special event) was?

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What could we do to improve the (special service, special event, seminar or conference)?

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How often you would like for this (special service, special event, seminar or conference) to occur?

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How many people attended the event?

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How many people:

- Received prayer \_\_\_\_\_
- Received other tangible resources \_\_\_\_\_
- Completed guest cards \_\_\_\_\_
- Received salvation \_\_\_\_\_
- Became members of Grace Hill Church \_\_\_\_\_



# GRACE HILL CHURCH

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Submit at least a paragraph or two about the outcome of this event, some of the key persons in attendance, how many people were served or were in attendance according to the event, the purpose of the event and plans for the next event. (Please submit within 72 hours after the event.)

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