

COMMUNICATIONS REQUEST FORM

PLEASE REVIEW BOTH SHEETS BEFORE SUBMITTING

The Communications Department will respond to the Staff Contact regarding all requests.

Please provide at least 21 days lead time for completion of requests.

Today's Date



Staff Contact Name

Event Contact Name

Ministry Area or External Request

Contact Email

Phone

EVENT / PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event / program you are promoting

Promotion Start Date

Promotion End Date

Date of event / program (including day of week)

Give a two sentence written advertisement for event:

Who is it for? What is the purpose? Why should they come? How should they respond/register? Event cost?

Start time

End time (optional)

Location (room number, offsite, etc) *(please confirm location prior to submission)*

Is this a regularly occurring event? If so, when? (i.e., every 3rd Sunday)

PRINT & WEB SERVICES

Standard Communications Package includes:

11" x 17" Poster
Half Sheet Flier
Currents (Sunday bulletin)
eNewsletters
Website (Page:.....)

Additional Communications

Banner Stand
Brochure
Direct Mail (Letter)
Direct Mail (Postcard)
E-Blast
Form (e.g, Registration. Release)
Invitations
Newspaper Ad(s)
Press Releases
Program Guide
Radio Advertising
Robo Call
Facebook Post
Twitter Post
Street Sign
Other.....

Website Request:

New page for event
Page location:.....
Update content on existing
Content is attached
Content is emailed
Online registration
Online payment
Home page feature banner
Other.....

MORE REQUEST DETAILS

If you need more space please finish request details here:

PLEASE PROVIDE 21 DAYS LEAD TIME ON ALL REQUESTS