

COMMUNICATIONS REQUEST FORM (PLEASE REVIEW BOTH SIDES BEFORE SUBMITTING)

Staff Contact Name	Other Contact Name	Today's Date
Contact Email	Phone	Ministry / Group

The Communications Dept will be in contact with the staff contact about all requests.

EVENT / PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event / program you are promoting	2 sentence written advertisement for event: <i>Who is it for? What is the purpose? Why should they come? How should they respond/register? Event cost?</i>	
Date of event / program (including day of week)		
Start time		End time (optional)
Location (Room Number, off-site, etc)		
Is this a regularly occurring event? If so, when? (ie, every 3rd Sunday)		

PRINT & WEB SERVICES

Registrations (Web)

- Online registration without payment
- Online registration with payment

Website

- New page for event
- Update content on existing
 - Content is attached
 - Content is emailed

Special Projects

- Banner
size (in inches): ____ (w) x ____ (h)
- Business card(s)
- Event program
- CD/DVD Label
- Other Project
.....

Promotional Materials

- Info cards (5in x 5in is std)
- Hallway / Classroom poster

Promotion Scheduling
Pending availability

- Weekly e-newsletter
- Open Door monthly newsletter
- Web graphic / listing
- Sunday Bulletin
- Verbal Announcements

Promotion Start Date	Promotion End Date
----------------------	--------------------

MORE REQUEST DETAILS

If you need more space:

THE REVIEW PROCESS

The Communications Office will **review and respond** within 48 hours with a projected timeline for completion, or to request a meeting with you (by phone or in person) to clarify your communications needs.

Please provide at least 14 day's lead time for completion of requests. We desire to serve each ministry in a prompt manner with creativity and excellence in all outlets of marketing or promotion.

Deadlines for submission of information:

Submissions for the *Open Door* are due by the 1st of the month prior to publication (i.e., submissions for the October/November 2015 issue are due September 1, 2015).

Sunday Bulletin Announcements, Verbal Announcements, and eNewsletter announcements are due 14 days before you wish to have the announcement published or read.

Please review the *Communications Guide and Standards Manual* to learn more.

CHECKLIST (COMPLETE PRIOR TO SUBMITTING)

- I have filled out the form completely with the basic information the Communications Department requires to complete this request.
- The location of the event/class/group has been confirmed, along with room setup.
- I understand that if the deadlines listed above are not met, my request may not be approved.
- My request aligns with the policies and procedures listed in this form as well as the *Communications Guide and Standards Manual*.

COMMUNICATIONS DEPARTMENT USE ONLY

Reviewed Date

Projected Completion Date

Actual Completion Date

Meetings (dates and people):