



Communication Request Form

Submit one copy to the office, keep one copy.
Please submit 30 days in advance of event.

Your Name: _____

Today's Date: _____

Phone: _____

Email: _____

For office use only

Date received: _____

Communication Team contact: _____

Event

Events MUST be placed on the church calendar, including those off site.

Be sure to fill out the Facility Request Form, Student Center Request Form, or Calendar My Event Form in order to reserve your space and/or place it on the church calendar.

Event Title: _____

Place of Event: _____

Event Day/Date/Time: _____

Target audience: _____

Approximate # attending _____

Brief publicity blurb—subject to editing: (Do you have specific verbiage you would like used in your publicity? If so, write it below. If not, please write down all pertinent details that need to be communicated, such as cost, contact person, how to sign up, etc.)

Office Support Request

Two weeks notice is required before work is due.

Publication/Mailing	Graphic Design:	Other:
Website E-Newsletter Date(s)_____	Booklet Brochure Flyer (hand-out) Logo Nametags Postcard Poster Program PowerPoint Presentation Registration/Response card Labels Tickets Other_____	Sign-up/Registration table in Lobby Date(s)_____
Sunday Worship Folder Date(s)_____		Facebook Post Adult Class Announcement (We will put you in contact with the teachers to request permission.)
Pre-service PowerPoint Date(s)_____		Other
Postcard/Letter Date(s)_____		
Email Date(s)_____		

Worship Gathering Requests

Please note: We may not be able to accommodate all worship gathering requests.

Testimony: Live Video Name_____Date_____

Family/Group Dedication: Name_____Date_____

Interview/Acknowledgement: Name_____Date_____

Pulpit Announcement (Dates to consider): Date(s)_____

Request for Video in Service: Date_____

A Communication Team member will contact you shortly regarding your communication needs.