

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