

Communication Request Form

Submit one copy to the office, keep one copy. Must be submitted 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) _____ Sunday Worship Folder Date(s) _____ Pre-service PowerPoint Date(s) _____ Postcard/Letter Date(s) _____ Email 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) _____ Facebook Post Adult Class Announcement (We will put you in contact with the teachers to request permission.) Other _____

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 _____
 Request for Pulpit Announcement: Date _____
 Request for Video in Service: Date _____

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