Communication Request and Information

Please complete this form and return to the office for communication in newsletters, websites, and social medias.

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| **Event Details** |
| Event Name |  |
| Event Date |  |
| Event Contact Person and Phone Number |  |
| Date(s) you would like the announcement(s) made: |  |
| **Media Sources for Event to be Utilized (check all that apply)** |
|  | Bulletin Calendar |  | Bulletin Article |
|  | Newsletter Calendar |  | Newsletter Article |
|  | Facebook  |  | Website |
|  | Instagram |  | Twitter |
|  | Bulletin Board by Office |  | Newspaper  |
|  | Community Advertising |  | Worship Slides |
|  | Other: |
| **Event Announcement and Details:** |
|  |