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:** | | | | |
|  | | | | |