



Communication Request Form

Request submitted by: _____
(name, e-mail address, phone number)

Date of submission: _____ Date materials needed (allow three weeks): _____

Event name: _____

Event date: _____ Event time (start/end): _____

Event location: _____ Event cost: _____

RSVP date: _____ RSVP contact name: _____

RSVP contact phone and/or e-mail: _____

May we put your name and contact information online? Yes No (If "no", all communication will go to church office)

Event sponsor (e.g. youth group, Wisdom Keepers, Stepping Stones, mission team, etc.): _____

Event contact (name, e-mail address, phone number): _____

Event details/description: _____

Who is invited (e.g. the community, the church, a specific group within the church, etc.): _____

Material(s) Request (Please review Communications Channel on reverse side)

- | | | | |
|---|---------------|---|---|
| <input type="checkbox"/> Event flier | E-mail: | <input type="checkbox"/> church-wide | <input type="checkbox"/> ministry group leaders |
| <input type="checkbox"/> Pre-service slideshow announcement | Social media: | <input type="checkbox"/> post | <input type="checkbox"/> event |
| <input type="checkbox"/> In-service pastor announcement | Web site: | <input type="checkbox"/> featured event | <input type="checkbox"/> event landing page |
| <input type="checkbox"/> Registration form | Direct mail: | <input type="checkbox"/> postcard | <input type="checkbox"/> formal letter |
| <input type="checkbox"/> Brochure | | | |
| <input type="checkbox"/> Newsletter blurb | | | |
| <input type="checkbox"/> Service bulletin blurb | | | |
| Other (e.g. poster, banner, street-side sign): _____ | | | |

Facility Reservation

Specific space(s) requested for use: _____

Approximate number of attendees expected: _____ A/V technical support required? Yes No

Kitchen for warming required? Yes No

Additional support requested: Yes No Please describe: _____

Please return form to the church office.