

COMMUNICATIONS REQUEST FORM

Name: _____ Telephone: _____

Date of Request: _____
*(Minimum 2 weeks required **prior to publication**; 3 weeks if major design work involved)*

Requested Publication Date: _____

Event Title: _____

Date of Event: _____

Additional text to include (attach additional sheets if needed): _____

Type of Media Requested (check all that apply):

Flyers (8½ x 5½) Posters (11 x 17) Lg. Poster (24 x 36) Slide(s)

No: _____

Bulletin Inclusion:

Announcement only Include Flyer Add'l text needed on back of flyer?

Social Media:

Website: Yes No Facebook: Yes No Newsletter: Yes No

Designer: Artwork is your choice, or

Please work with the attached example and/or colors/ideas...

**PLACE ALL REQUESTS IN COMMUNICATIONS MAILBOX IN THE CHURCH
ADMINISTRATIVE OFFICE BY TUESDAY AT 12 NOON.**