

# Communication Request Form

Please check and answer all that apply.

Bulletin \*

Newsletter \*

Website

Morning Worship Slides

Kiosk

Handout/Bulletin Insert

Verbal Announcement during Morning Worship

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Ministry: \_\_\_\_\_

Date(s) Requested To Be Posted: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Information (How you want it to read): \_\_\_\_\_

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All announcements are subject to editing.

**\*Please keep the announcements brief. Verbal and Bulletin announcement deadlines are the Wednesday prior to the Sunday you are requesting. All other announcements need to be turned in 3 working days before the publication date.**