

## Communication Request Form

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

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

Contact Person: \_\_\_\_\_

Sponsoring Board/Committee: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

- I will send Anne my article and any accompanying graphics via email.
- I need help creating a graphic, and will allow extra time beyond the listed deadline
- Please add this event to the church calendar.

### ***I would like to communicate with the congregation in the following ways:***

*Not all methods are appropriate for all situations – please consider your target audience.*

#### **Written:**

- |   | <b>Date(s) Requested:</b> | <b>Deadline:</b> |
|---|---------------------------|------------------|
| <input type="checkbox"/> Posters  |                           |                  |
| <input type="checkbox"/> I'll do it myself                                    |                           |                  |
| <input type="checkbox"/> I need something designed                            | _____                     | 1 wk             |
| <input type="checkbox"/> Please print _____ copies for me                     | _____                     | 2 days           |
| <input type="checkbox"/> Communicator (monthly newsletter)                    | _____                     | 15th             |
| <input type="checkbox"/> Weekend Update (weekly email, sent Fridays)          | _____                     | noon Wed         |
| <input type="checkbox"/> Bulletin (back of worship program, space is limited) | _____                     | noon Wed         |
| <input type="checkbox"/> Direct email – all church                            | _____                     | 2 days           |
| <input type="checkbox"/> Direct email – targeted group                        | _____                     | 2 days           |
| <input type="checkbox"/> Paid Advertising (newspaper)                         | _____                     | 2 wks            |

#### **Online:**

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Church website                               | _____ | 1 wk  |
| <input type="checkbox"/> Public Facebook Page                         | _____ | 1 wk  |
| <input type="checkbox"/> Private "Members and Friends" Facebook Group | _____ | 1 wk  |
| <input type="checkbox"/> Paid Advertising (Facebook ads)              | _____ | 2 wks |

#### **In person:**

- |  |       |          |
|--|-------|----------|
| <input type="checkbox"/> Slide before worship                            | _____ | noon Wed |
| <input type="checkbox"/> Announcement during worship                     | _____ | 10am Mon |
| <input type="checkbox"/> I would like the Pastor to make an announcement |       |          |
| <input type="checkbox"/> I would like to make an announcement            |       |          |
| <input type="checkbox"/> I have a video*                                 |       |          |
| <input type="checkbox"/> Display in Fellowship Hall                      | _____ |          |
| <input type="checkbox"/> I'll do it myself                               |       |          |
| <input type="checkbox"/> I need the following (tables, etc) _____        |       |          |

\*Contact Anne about any video production requests.

*All communications that represent Middleton Community Church are at the discretion of the staff.*