

## 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.*

<b>Written:</b>	<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
<b>Online:</b>		
<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
<b>In person:</b>		
<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.*