

# COMMUNICATIONS REQUEST FORM

Staff Contact Name

Other Contact Name

Today's Date

Contact Email

Phone

Ministry / Group

The Communications Dept will be in contact with the staff contact about all requests.

## EVENT/PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event / program you are promoting

Date of event / program (including day of week)

Start time

End time (optional)

Location (Room Number, off-site, etc)

Is this a regularly occurring event? If so, when? (ie, every 3rd Sunday)

**2 sentence written advertisement for event:**

*Who is it for? What is the purpose? Why should they come? How should they respond/register? Event cost?*

## PRINT AND WEB SERVICES

### Website

- ☐ New page
- ☐ Update existing page
  - ☐ Content is attached
  - ☐ Content is emailed

### Special Projects

- ☐ Poster (24 x 36)
- ☐ Business cards
- ☐ Event program
- ☐ Other project

### Promotion Scheduling

*As space is available*

- ☐ Weekly e-newsletter
- ☐ Good News from St. Philip's
- ☐ Facebook post
- ☐ Twitter post
- ☐ Sunday print announcements
- ☐ Verbal announcements

Promotion Start Date

Promotion End Date

## MORE REQUEST DETAILS

If you need more space:

PLEASE REVIEW SECOND PAGE BEFORE SUBMITTING

# REVIEW THIS PAGE BEFORE SUBMITTING

## REVIEW PROCESS

The Communications office will review your request and respond with **48 hours** with a projected timeline for completion, or to request a meeting with you (by phone or in person) to clarify your communications needs.

**Please allow at least 14 days of lead time for completion of all communications requests.** We endeavor to meet the communications needs of all ministries promptly, with creativity and excellence.

### **Deadlines for the submission of information:**

Submissions for all print media other than the weekly Sunday announcements is the first of the month prior to publication. (i.e., submissions to be printed in October are due September 1st.)

Sunday bulletin announcements, verbal announcements, and e-newsletter announcements are due 14 days before you wish to have the announcement published or read.

## CHECKLIST (COMPLETE PRIOR TO SUBMISSION)

- ☐ I have filled out this form completely with the information that the Communications department requires to complete my request.
- ☐ The time and location for this event/class/group have been confirmed and added to the calendar.
- ☐ I understand that if the above deadlines are not met, my request will be delayed.

## COMMUNICATIONS DEPARTMENT USE ONLY

Reviewed Date

Projected Completion Date

Actual Completion Date

Meetings (dates and people):