

# Communications Request

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| **(Please save a copy to your files before completing the form. Incomplete forms will be returned.)** | | | | |
| **Today’s date:** **Sponsoring Ministry:** | | | | |
| EVENT DETAILS | | | | |
| Event Name: | | | Date of Event: | |
|  | | |  | |
| Time Event Begins: | Time Event Ends: | | Number Expected: | |
| On-Site Location: | | | Off-Site Location: | |
| Online Registration? Yes No | | What is the fee? none | Has the fee been approved? ❑Yes ❑ No | |
| Is fee paid to the church? ❑Yes ❑ No | | If no, to whom? | | |
| Is child care available? ❑Yes ❑ No | |  | | |
| |  |  |  |  | | --- | --- | --- | --- | | publicity checklist Publicity starts immediately? x Yes ❑ No if no, when?­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **DESIGN/PRINT** | **ONLINE PUBLICITY** | **WORSHIP** | | Graphic ❑Yes ❑ No | *FirstNews* (Weekly E-mail) ❑Yes ❑ No | *FirstNotes* (Bulletin) ❑Yes ❑ No | | Brochure/Flyer ❑Yes ❑ No | Website ❑Yes ❑ No | Worship/Monitor Slides ❑Yes ❑ No | | Banner /Poster ❑Yes ❑ No | Social Media ❑Yes ❑ No | Ministry Moment ❑Yes ❑ No | | External Media ❑Yes ❑ No |  | Pulpit Announcement ❑Yes ❑ No |   **The Communications team reserves the right to determine which publicity tools are used.**  **See Timelines document for lead time needed for the various publicity tools.** | | | | |
| Contact Details | | | | |
| Person Making Request: | | | | |
|  | | | | |
| Email Address: | | | | Phone Number: |
| \* \* \* required \* \* \* | | | | |
| **This information is required: Describe event or activity OR attach information. Think who, what, when,**  **where and why. Include contact name and e-mail (limit of 2) if it’s someone other than person making request.**  **Return this form to Nancy Bryan (**[**nbryan@firstmethodistplano.org**](mailto:nbryan@firstmethodistplano.org)**)**  ***Be sure to complete the CALENDAR REQUEST and return to Victoria Shaw (vshaw@firstmethodistplano.org)*** | | | | |

**Approved Details (To be completed by staff) approved** ❑ Yes ❑ No

Staff Signature Date