

# COMMUNICATION REQUEST FORM

## PART I – CONTACT INFO

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

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

## PART II – EVENT INFO

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Who To Contact for More Info: \_\_\_\_\_

Additional Event Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A NOTE ABOUT SCHEDULING:** *We must receive your requests in a timely manner (at least 6 weeks prior) to serve you to the best of our ability. Also, please make sure that this event has been posted to the Breeze Calendar.*

## PART III – REQUESTED SERVICES – CHECK ALL THAT APPLY

- |  |   |
|--|---|
| <input type="checkbox"/> Stage Announcements   | <input type="checkbox"/> Flyers/TV Slide (Communication Center) |
| <input type="checkbox"/> Weekly Email          | <input type="checkbox"/> Social Media Post                      |
| <input type="checkbox"/> Custom Email          | <input type="checkbox"/> Website                                |
| <input type="checkbox"/> Handouts              | <input type="checkbox"/> Facebook Event                         |
| <input type="checkbox"/> App Push Notification |   |

**A NOTE ABOUT REQUESTED SERVICES:** *A request for specific communication method is not a guarantee that your announcement will be made using that method. Thank you in advance for your understanding and respecting the church's need to limit the number and length of communication mediums to be good stewards of member's time, our environment, and church resources.*

## PART IV – ADDITIONAL INFO

Do You Need Online Sign-Up?: **Yes** or **No**

Do You Need a Graphic Designed?: **Yes** or **No**

*\*If you have any specific graphics, you'd like used, please email them to [lan@lagrangechog.org](mailto:lan@lagrangechog.org)\**

When Would You Like to Begin Promoting This Event: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_