

# Communications Request Form

Today's date \_\_\_\_\_ Event date \_\_\_\_\_

Group holding event \_\_\_\_\_

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

Phone \_\_\_\_\_ email \_\_\_\_\_

## *About your event:*

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

Description \_\_\_\_\_

Is there a fee/ cost?  No  Yes Cost? \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Time of event \_\_\_\_\_

## Target Group (check all that apply)

- |                                      |                                    |                                       |
|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Church-wide | <input type="checkbox"/> Men       | <input type="checkbox"/> All Adults   |
| <input type="checkbox"/> Nursery     | <input type="checkbox"/> Women     | <input type="checkbox"/> Older Adults |
| <input type="checkbox"/> Children    | <input type="checkbox"/> Community | <input type="checkbox"/> Young Adults |
| <input type="checkbox"/> Youth       | <input type="checkbox"/> Preschool | <input type="checkbox"/> Summer Camp  |

What do you want respondents to do?  Attend  Contribute  Volunteer

If registration is required:  Sign-up sheet  Online  Call Office

Registration Deadline \_\_\_\_\_

Childcare needed  No  Yes Number of hours \_\_\_\_\_

Location \_\_\_\_\_

## *To be completed with Communications Coordinator:*

Which media methods are appropriate for this event (circle all that apply)

Facebook Instagram flyers Narthex table bulletin announcement newsletter video announcement  
screen announcement Constant Contact newspaper banner postcards bulletin insert yard signs  
Shenandoah Newswatch personal invitation skit pulpit announcement