

Communications Request Form

Please provide request 2 weeks prior to beginning of promotion

Event _____

Description _____

Date/ Time / Location of Event _____

Ministry Team/Group _____

Contact/Approval _____

Email _____

Phone _____

— Graphic _____

— Photos at the Event- (if left blank Angel will find a photographer) _____

Digital Media

- Web Event (requires graphic)
- Online Registration –please email details
- TV Screens
- 9:27 screens/worship announcement
- Social Media
- Facebook Event
- Faith+Life
- Arts Alert
- Senior Seasons Email- please email details
- GIFT Email- please email details

Print Media – Account being charged for printing _____

- Postcards
- Posters (On-Campus) # of 8.5X11 _____ # of 11X17 _____
- Bulletin Insert Announcements
- Eagle's View announcement/blurb- information due to Angel 2nd Friday of preceding month
- Eagle's View article- request submitted to Angel by the 1st Monday of the preceding month
- Mailing - please email details
- Flyers/Brochures/Registration

Community Resources

- Posters (Off-Campus) # of 8.5X11 _____ # of 11X17 _____
- Newspaper Listing (Faith Brief and Time Out)
- Online Community Calendars
- Newspaper Ad Account to bill _____ # of occurrences _____
- Newspaper Article
- Contact Community Partner _____

Other _____