

Communications Approval / Request Form

Name: _____ Email: _____ Phone: _____

Date of the Event: _____ Event Time: _____ Event Location: _____

Is Registration required: _____ Registration Fee: _____ Ministry: _____

Does this request require assistance from facilities?

Does this request require assistance from Music Ministry?

Please provide details about you communication needs / Event Description:

Communication tools needed: (select all applicable)

Sanctuary Screen

REALM posting

Website posting

Social Media posting

Community Calendar update

Church Monitors

Press Release request

Photography request

Newsletter request

Banners

Flyer Design

Other

Do you have a budget for requested items? YES NO

Do you require Graphic Design? _____

Upload additional information that may help us complete the request

Attached Files:*

*All attached graphics & Photos must be JPEG or PNG files with at least 1920 x 1080 Resolution or in 16x9 format for the website and screens.

NOTE: At least **two weeks** lead time is required to fulfill each request. Date Due: