

# Communication Request Form

Revised  
April 25, 2017

Communication Request Forms need to be received at least 10 days before date of communication.  
Pioneer Press articles are due on the 10<sup>th</sup> of the prior month. Postcards are due a month prior.

Answer the questions on this two page form.

**Right click; Save Page As and rename this file on your computer, (i.e. VBS Request)**

Attach saved file and email to your **Staff Ministry Leader**

## **BASIC COMMUNICATION PACKAGE**

Campus Feed  
(tv monitors)

List Start  
Date

Website  
(Connect page)

List Start  
Date

## **SPECIAL REQUEST**

Pioneer Press

List Month

E-Blast  
(Friday email)

List Dates

Social Media  
(Facebook & Twitter)

List Dates

Sunday Bulletin  
(Staying Connected)

List Dates

Postcards  
(Create & print in-house)

List Date  
Needed

Postcards  
(Create & print through  
outside company)

List Date  
Needed

Photos Attached

## **EVENT TITLE and DATE:**

**NOTES:** Write any additional information that you feel the Communications Team would need.

**Example: We need 200 brochures.**

**ROUGH DRAFT:** Please write a complete rough draft for each type of communication you are requesting following these basic preferred guidelines...

**E-Blast Guidelines:** 100 words or less

**Pioneer Press Guidelines:** 400 words or less

**Postcards:** See Colleen to discuss design

**TYPE TEXT HERE FOR ARTICLE:**

**TELL US A FUN/IMPACTFUL STORY ABOUT THE LAST TIME THIS EVENT WAS HELD OR A STORY ABOUT HOW THE EVENT WILL IMPACT THE LIVES OF THOSE SERVED.**