

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 10th 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.