

# Communication Request Form

Revised  
Aug 2020

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.

**File; Save As and RENAME this file on your computer, (i.e. VBS Request)**

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

## REQUESTS

_____ Campus Feed (tv monitors)	List Start Date	_____
_____ Website (Connect Page)	List Start Date	_____
_____ Bonhomme Broadcast (Friday email)	List Dates	_____
_____ Facebook	List Dates	_____
_____ Sunday Bulletin (Staying Connected)	List Dates	_____
_____ Pioneer Press	List Month	_____
_____ Postcards (Create & print in-house)	List Date Needed	_____
_____ Postcards (Create & print through outside company)	List Date Needed	_____
_____ Photos Attached		_____

**EVENT TITLE and DATE:**

**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:**