

Communication Request Form

Revised
Aug 2021

- Communication Request Forms need to be received at least 10 days before date of communication [for Website, Friday Broadcast, Facebook, Sunday bulletins]
- Pioneer Press articles are due on the 10th of the prior month.
- Postcards are due a month prior.
- Digital Media requests 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

Website	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	_____
Digital Media	Due Date of Project	_____
Photos Attached		_____

Bonhomme Broadcast Guidelines: 100 words or less

Pioneer Press Guidelines: 400 words or less

Postcards: See Debbie Orf to discuss design

TYPE TEXT HERE FOR ARTICLE/DIGITAL MEDIA DESCRIPTION: