

## COMMUNICATIONS WORKSHEET

*The editorial staff reserves the right to edit or decline to publish any item submitted for publication. They will help you decide which publications will have the most impact for your announcement. For information regarding submission deadlines, please contact the church office (472-5622 or 472-7736)*

Does this announcement relate to an event?

Yes (Fill out Facility Request Form)

No (skip to bottom of page)

Name of event: \_\_\_\_\_

Event day(s): M T W Th F S Su (please circle all that apply)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Do you need childcare?

Yes (Fill out Childcare Request Form)

No

Who may attend? \_\_\_\_\_

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Announcement (What would you like to say?):

Contact person's name:

Contact person's phone / email:

**OFFICE USE: (please initial and date as appropriate)**

**Received** \_\_\_\_\_

**Program / Ministry Proposal Form Completed** \_\_\_\_\_

**Event Approved** \_\_\_\_\_

**Facility Reservation Confirmed** \_\_\_\_\_

**Snapshot (info sent to Kathy)** \_\_\_\_\_

**Bulletin (info sent to Joyce)** \_\_\_\_\_

**Slide (info sent to Candace)** \_\_\_\_\_

**Newsletter (info sent to Joyce)** \_\_\_\_\_

**News Register (Info to Kathy)** \_\_\_\_\_

**Flyers (info to Kathy and possibly Candace)** \_\_\_\_\_

\_\_\_\_\_  
**Posters** \_\_\_\_\_

**Bulletin Board (info to Kathy)** \_\_\_\_\_

**Tables (info to Kathy)** \_\_\_\_\_

**Pulpit (info to Kathy)** \_\_\_\_\_

**Celebrate with Us (info to Office)** \_\_\_\_\_

**Prayer Chain (info to Barb Ledden)** \_\_\_\_\_

**Other** \_\_\_\_\_

Additional Comments: