

Communication Request Form

Today's Date _____

Name of person making request _____

Contact info for person making request

Phone _____ Email _____

New ____ or Revision ____

Name of event _____

Time of event

Start Time _____ End Time _____

Event Date

Start Date _____ End Date _____

One Time or Recurring Event

If this is a recurring event please state the frequency and or dates

Place on church calendar – Yes / No

Ministry sponsoring event _____

Ministry Leader _____

Who do we contact about this event?

Contact Person _____

Home Number _____ Work Number _____

Cellular Number _____ Email Address _____

Address or Location of event _____

Room or specific place _____

When is the deadline to register (optional)

Ticket admission – Yes / No Amount of Ticket _____

Who is the event for (Target audience information and description)?

Describe the activity/event _____

Type of Media (Check all that apply)

- Bulletin, Wrap, Flyer, Postcard, Banner,
 Letter, Email Blast, Facebook, Newsletter, Website,
 Worship Announcement, Twitter, Outside Marquee

Additional information we need to know: _____ + _____

Please see the Mt. View UMC Communications Procedures for further detail on submission dates, deadlines and formatting of text.

- You are responsible for the accuracy of your information. Please be sure to double check the spelling, punctuation, grammar, and accuracy of your information, especially the spelling of names. Limit the use of abbreviations, parenthesis, hyphens, quotes, indentations, double spaces, tabs, returns, and other commonly overused or misused formatting.
- Staff will make final editorial decisions on all submitted material.
- Due to space constraints, if your material is not time-sensitive, the staff may need to delay publication to the following publication date.

Additional Content -Please send any high resolution photos or artwork in a separate email to chrisy@mvumc.org, with the title of the event or news item in the subject line.

For office use only:

Approved Yes/No

By _____

Date Approved _____

Date Completed _____

The Church Council is responsible for final planning and scheduling of church events. Once dates are approved by the Church Council they will be placed on the official Church Calendar.