

Communications Request Form

Communication Project: _____

COMMUNICATION OPTIONS (check those requested on the line below)

Internal Use

- _____ Rolling slide before service (start date ____/____ end date ____/____)
- _____ Verbal announcement by Pastor (start date ____/____ end date ____/____)
- _____ "The Post" newsletter (starting ____/____)
- _____ Sign-Up Sheet at Information Desk (starting ____/____)
- _____ Kiosk Posters (__vertical and/or __horizontal) (starting ____/____)
- _____ Brochure (Quantity ____) (Style _____)
- _____ Tabletops in Bistro (for Sermon Series only)
- _____ Postcard (date to be mailed ____/____) Audience List: _____
- _____ Letter mailing (date to be sent out ____/____) Audience List: _____
- _____ Email blast (date to be sent out ____/____) Audience List: _____
- _____ Website coverage (notify Brooke)
- _____ Press Release (to be published ____/____)

CONTENT

Text: (headline) _____

(when, where) _____

(sign up or call) _____

(key points) _____

Additional Details: _____

Photo Ideas: _____

Requested By _____

Phone/Email _____

Date _____

*Note: Complete and submit to Sue Jacob (sjacob@prairielutheran.org) and copy Michelle Connell (mconnell@prairielutheran.org) at least one month before start date.