

**Information is needed 2 weeks prior to event!**

Submission Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

**Publicity Request Sheet**

Name of Event: \_\_\_\_\_

Description of Event: (please be specific, use back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person/Group: \_\_\_\_\_

Best way to contact you: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

- \*Publicity Requested:  Chimes Article  E-Newsletter  Poster  
 Powerpoint Announcements  Insert in Bulletin  Table Tents  
 Website  Facebook/Social Media  Newspaper Article  
 Church Electric Sign  Friendship Folder

- \*Do You Need Something Created?  Pamphlet/Insert  Article  
 Sign Up Sheet  Poster (Please provide sufficient time to complete your request.)

Publicity Start Date: \_\_\_\_\_ Publicity End Date: \_\_\_\_\_

Please attach or email (preferred) any articles or information needed to complete this project.

\*Room Request?  What room would you prefer? \_\_\_\_\_

**\*Please make sure to confirm dates and rooms with Rachel in the Church office**

\*All publicity is at the discretion of the staff.\*

Office Use Only	Copies to: <input type="checkbox"/> Rachel <input type="checkbox"/> Rich
	<input type="checkbox"/> Sara - Worship Component
	<input type="checkbox"/> Facilitator