



Communications Submission Form

This is a form to submit your information for any event or announcement you would like to get into the Churches' media.

Deadline is Tuesdays at noon for all weekly media. Newsletter deadline is the 3rd Friday of each month.

Please return this form to the box outside the office door or, to the office before the deadlines.

Please note that there is no guarantee our Communications Coordinator can accommodate all requests. She will place priority by timeliness and Church events will take precedence. She will contact you only for questions or clarifications.

First & Last Name: _____

Email address: _____

Phone Number: _____

Which media(s) are your priority?

- Bulletin
- Fridge Sheet
- Presence Form
- E-Blast (e-mailed out every Friday)
- Newsletter (deadline is the 3rd Friday of the month)
- Up to church's discretion

Pre-Service Slide Request (St. Paul's only)

- Yes, I would like to request a slide.

Insert Request

- Yes, I would like my information to be considered for an insert in the bulletin.

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