



Shorewood

Church of God

COMMUNICATION REQUEST

Please turn in completed form to the church office.

In order for your announcement or event to be communicated, this form must be completed and returned to Yvonne Graf no later than 12pm on Wednesday of the week you are planning on this being announced.

Please understand that we will do our best to ensure that your event is communicated, but it is contingent on the availability, space of this piece, and if it fits into our weekly service flow and church mission.

Date Submitted: _____ Person Making Request: _____

Ministry: _____

Event Name: _____

Event Date: _____ Event Time: _____

Please rate the method of communication by importance:

___ Weekly Email ___ Bulletin ___ Announcement ___ Announcement Slide ___ Website

Please specify the dates you would like your event to be communicated:

_____ Weekly Email (sent on Thursdays)

_____ Bulletin

_____ Announcement Slide

_____ Website

Below write out what you would like communicated. Please be specific on dates, times and location of your event:

Weekly Email:

Bulletin:

Announcement Slide:

Website (be specific on where you would it to appear - this is contingent upon page layout & availability):

OFFICE USE ONLY:

_____ Request Denied

_____ Further Information Requested

_____ Request Accepted

Lead Pastor Signature: _____ Date: _____