

Communication Request Form

Forms will be available on the church website under “Publication Forms” located at the bottom of the website page. Hardcopies will be available at the Welcome Center.

Who is the primary audience for this communication?

- | | |
|--|--|
| <input type="checkbox"/> Church-Wide | <input type="checkbox"/> Adults – Women only |
| <input type="checkbox"/> Church-Wide and Community | <input type="checkbox"/> Adults – Men only |
| <input type="checkbox"/> Preschool Parents | <input type="checkbox"/> Sports and Recreation Parents |
| <input type="checkbox"/> Graysonkids | <input type="checkbox"/> Missions |
| <input type="checkbox"/> Grayson Student Ministry | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Senior Adults | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Adults – All | |

Preferred Promotional Method

Please prioritize the promotional method requested. The MC will make the final decision on the methods used. The MC will notify the requestor if the methods used are not as requested and review alternatives.

- | | |
|------------------------------|---------------------------------------|
| ____ Bulletin | ____ Monitors |
| ____ Additional Sunday Flyer | ____ eMail Blasts – Monday and Friday |
| ____ Screen Announcements | ____ eMail – Special |
| ____ Pulpit Announcements | ____ Digital Signs |
| ____ Monthly Newsletter | ____ Banners |
| ____ Website | ____ Calendar |
| ____ Social Media | ____ Other _____ |

Communication Content

Date of Request:	
Event/Activity Name:	
Requestor Name:	
Requestor eMail:	
Requestor Phone:	
Staff Liaison Name:	
Actual wording to be used for each media type being requested. Attach a separate sheet if necessary	
Date of Event:	
Time of Event:	
Location of Event:	

Do you need a registration link included?

- No
- Yes, please create for me
- Yes, link is _____

Are you requesting graphic design help?

- No, none needed
- No, I will email graphic/photos to Shane@graysonumc.org. Digital graphic must be in a jpeg format and printed graphics in a PDF.
- Yes, please create for me

Approved by: _____ Date: _____
Minister of Communication