Canton First United Methodist Church Communications Request Form

Allow 4 weeks lead time for completion of requests.
Submit form to church office or Communications Specialist.

Office Use Only
Approved by: _____Date_____
Distribute to:
☐ Comm. Specialist ☐ Graphics Assistant
☐ Office Manager ☐ Preschool

Contact Name	Today's Date
Ministry Area	Contact Phone
Contact Email	

EVENT/PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event/program

Event Date(s)

Event Time (start/end)

Promotion Start Date

Promotion End Date

Location (room #, offsite, etc.)

Description of Event/Program: (Use separate sheet or email if needed.)

Communications Type:

☐ Email Announcement
☐ Weekly E-News
☐ Church Bulletin
☐ Website
☐ TV Monitors
☐ Pre-service Announcement
☐ Ministry Moment (During Sunday Services)
☐ Facebook Post
☐ Instagram Post
☐ Sunday School Communication
☐ Community Magazine/Newspaper
☐ Other:_____

Promotional Materials Requested:

☐ Flyer
☐ Brochure
☐ Graphic
☐ Video
☐ Outdoor Signs/Banners
☐ Other _____