

# 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.**

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

## EVENT/PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event/program	Description of Event/Program: (Use separate sheet or email if needed.)	
Event Date(s)		Event Time (start/end)
Promotion Start Date		Promotion End Date
Location (room #, offsite, etc.)		
<b>Communications Type:</b> <input type="checkbox"/> Weekly E-News <input type="checkbox"/> Sunday School Communication <input type="checkbox"/> Church Bulletin <input type="checkbox"/> Community Magazine/Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Other: _____ <input type="checkbox"/> TV Monitors <input type="checkbox"/> Facebook Post <input type="checkbox"/> Pre-service Announcement <input type="checkbox"/> Ministry Moment (During Sunday Services)		
<b>Promotional Materials Requested:</b> <input type="checkbox"/> Flyer <input type="checkbox"/> Outdoor Signs/Banners <input type="checkbox"/> Brochure <input type="checkbox"/> Other _____ <input type="checkbox"/> Graphic <input type="checkbox"/> Video		