

Communication Form



Event Overview

EVENT NAME	
DATE	
MINISTRY AREA	
PRIMARY PERSONS RESPONSIBLE FOR PLANNING AND EXECUTION	
TARGET AUDIENCE	
WHAT IS YOUR PRIMARY PURPOSE FOR THIS EVENT?	

Communication Resources Needed

Publicity needed & dates to be run:

Y / N

Website/App:

Y / N

Monthly Email Newsletter (form must be turned in at least 2 working days before newsletter goes out on the 1st of every month):

Y / N

Announcement Slides:

Y / N

Social Media Channels:

Y / N

Please list additional details here:

Form Submission Date: _____

Important Things to note

*Verbal Announcements will be used at the discretion of the Teaching Pastor & Worship Minister.

*Videos that are copyrighted cannot be shown during worship services because of restrictions on streaming and copyright laws.

*The organizer/director will receive a master copy of printed materials.

*To ensure thorough and effective promotion of your event, kindly complete and submit this form at least 3-4 weeks prior. Thank you.