



Want Communication Support?

The Communication Ministry Team can help with Christ-centered communication that informs our church family and community about your team's activity/event. For assistance, please complete this form and return it to the church office at least 30-45 days before the activity or event. Thank you!

Today's Date: _____

Contact Name: _____

Phone Number: _____

Email: _____

Ministry Team: _____

Activity/Event Name: _____

Purpose: _____

Activity/Event Date: _____

Time: _____

Location: _____

Other key points: _____

Check all who need to know about this activity/event:

- Church Family
- West Highland Christian Academy
- Community Members
- Other (please specify) _____

Depending on the activity/event, the CMT can help promote it via*:

- Church Website
- Sunday Bulletin
- Welcome Center/Screen
- Flier/Poster
- Bulletin Board
- Email Blast
- Facebook Post/Ad
- News Release/Advertising
- Newsletter Story/Promo
- Church Sign
- Other

****Together, we can decide which ones best meet your needs.***

Please return this to the church office 30-45 days before the activity/event.