

REQUEST FOR PUBLICITY

(The right to edit and determine best venues is retained by the Communications Department.)

Event _____

Day(s) _____ Date(s) _____ Location _____

Event Begins _____ ^{AM}/_{PM} Ends _____ ^{AM}/_{PM} Recurs Weekly Monthly Until _____

Overseeing Council _____ Pastor _____

This requested is made by _____ Date _____

Phone Number _____ Email _____

- Bulletin Blurb Date(s) Desired _____
- Bulletin Insert Date Desired _____
- Lobby Monitors Date(s) Desired _____
- Table Signage Date(s) Desired _____
- Newspaper Article/Ad Week of _____

Attach copy or write information below:

Signature of Overseeing Pastor Indicating Approval _____ Date _____