



COMMUNICATIONS & MEDIA REQUESTS



DATE OF REQUEST (TODAY):

DATE PROMOTION NEEDS TO RUN:

START DATE: TO END DATE:

Name of Person Reporting:

URGENT: **NOT URGENT:**

Please check the category/categories of concern:

<p>Request for:</p> <p><input type="checkbox"/> North Broadway</p> <p><input type="checkbox"/> Short North</p>

- | | | | | |
|---|---|--|--------------------------------|------------------------------|
| <input type="checkbox"/> Facebook post | <input type="checkbox"/> Facebook Event | <input type="checkbox"/> GIF | <input type="checkbox"/> JPG | <input type="checkbox"/> PNG |
| <input type="checkbox"/> Instagram Post | <input type="checkbox"/> Press Release | <input type="checkbox"/> Worship Media Slide | | |
| <input type="checkbox"/> Sign Up Genius | <input type="checkbox"/> Print Material | <input type="checkbox"/> Boomerang | | |
| <input type="checkbox"/> Church Website | <input type="checkbox"/> Weekly | <input type="checkbox"/> Outdoor Sign | | |
| <input type="checkbox"/> Eventbrite | <input type="checkbox"/> Tower Talk | <input type="checkbox"/> Video | <input type="checkbox"/> Email | |

Event Name:

Event Location:

Date of Event: Time of Event:

Contact Person:

Description of event or media need:

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Please place completed form in CAT'S MAILBOX in the copy room.

Thank you for your request.

For Office Use:

Assigned to (check all that apply): Cat Rebecca Volunteer

Date/Time addressed:

Actions Taken: