

Please return to the church office or any of the Communications Ministry members no later than **3 weeks prior** to your event. Send electronically (if applicable) to [stmarkslutheran@verizon.net](mailto:stmarkslutheran@verizon.net) or place completed forms in the folder located on our bulletin board.

### COMMUNICATIONS MINISTRY PUBLICITY REQUEST

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (MM-DD-YYYY)

Event Time: \_\_\_\_\_ : \_\_\_\_\_ a.m./p.m. (circle) to \_\_\_\_\_ : \_\_\_\_\_ a.m./p.m. (circle)

Event Location: \_\_\_\_\_

Host Committee: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Date you would like **publicity to begin**: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (MM-DD-YYYY)

Type of publicity requested: Design Flyers \_\_\_\_\_ RADIO/TV \_\_\_\_\_ Sunday Bulletin \_\_\_\_\_ Parish Post \_\_\_\_\_  
(check all that apply)

Faith Sec. of Patriot News \_\_\_\_\_ Smaller Newspapers (Guide, Shopper, Paxton Herald, etc.) \_\_\_\_\_

\_\_\_\_\_ Ready Made Bulletin Insert \_\_\_\_\_ Email Blast

\_\_\_\_\_ Website \_\_\_\_\_ Facebook & Twitter

Event Info: \_\_\_\_\_  
(continue on reverse if needed)

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Notes/Comments: \_\_\_\_\_  
(for committee use)

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