



# COMMUNICATIONS REQUEST FORM

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LET'S WORK TOGETHER TO SUCCESSFULLY COMMUNICATE  
THE MINISTRY THAT'S HAPPENING AT PEACE!

## Contact Information

Your name: \_\_\_\_\_

Committee name (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Programming/Event Information

Where? \_\_\_\_\_

When? \_\_\_\_\_

Who is invited? (Include ages if applicable) \_\_\_\_\_

Why? What is the purpose of this ministry? \_\_\_\_\_

\_\_\_\_\_

Cost? \_\_\_\_\_

Registration/Sign-up needed? \_\_\_\_\_

If so, how do people register? ie. online registration, e-mail, paper sign-up?

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Who is the contact person for publicity purposes? Include contact email and/or phone:

\_\_\_\_\_

Provide any additional details of the program or event you are coordinating:

\_\_\_\_\_

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What are the most appropriate and effective ways to communicate this program/event? Check/circle what you feel would be most helpful.

**Electronic**

- ☐ Online calendar
- ☐ Electronic newsletter (weekly E-news)
- ☐ Website
- ☐ E-mail invitation
- ☐ Social media postings and events: Facebook & Twitter
- ☐ Electronic Welcome Sign in church entry way
- ☐ Video or photo slideshow

**Print**

- ☐ Sunday Bulletin announcement (submissions due by each Tuesday)
- ☐ Monthly newsletter (submissions are due by the 15<sup>th</sup> of each month)
- ☐ Press Release for local newspaper and/or radio station
- ☐ Posters (for Peace and/or the wider community)
- ☐ Standing plastic signs on tables in gathering space
- ☐ Photo display

**Other**

- ☐ Temple talk during worship
- ☐ Informational Forum
- ☐ Outside Sign
- ☐ Creative Display or Table (ie. on a Wednesday night or Sunday morning)
- ☐ Bulletin Board
- ☐ Other ideas? \_\_\_\_\_

LET'S SET UP A TIME TO HAVE A CONVERSATION

Communication is an important part of ministry. I want to make sure this information is being communicated correctly and effectively, and I value your input. My office hours are typically:

Monday, Tuesday & Wednesday  
7:00AM – 3:00PM

Thursday  
7:00AM-1:00PM

You can reach me at:  
763.478.9406  
[sue@peaceofplymouth.org](mailto:sue@peaceofplymouth.org)