



# Communications Request Form

Requests should be submitted 6 weeks prior to event.

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Message Title: \_\_\_\_\_

Brief Description (Flyer May Be Attached): \_\_\_\_\_

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Help Needed with Flyer Design:      Yes      No

Preferred Marketing Platforms (circle all that apply):

Church Website

Bulletin

E-Newsletter

Facebook: Union Church

Facebook: Christian Education

Newsletter (Month): \_\_\_\_\_

Date to Share: \_\_\_\_\_

Date to Remove: \_\_\_\_\_

*To be posted no more than 4 weeks prior to event.*

Additional Notes or Special Instructions: \_\_\_\_\_

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Please submit form to the church office or email to: [lutheranziegels@gmail.com](mailto:lutheranziegels@gmail.com) and [ziegelsucc@gmail.com](mailto:ziegelsucc@gmail.com)

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