



COMMUNICATIONS & MEDIA REQUESTS



Today's Date: _____

Event Name: _____

Event Date: _____

Event Time: _____

Event Location: _____

Contact for Event (name, email or phone #): _____

Request for:

- ☐ North Broadway
☐ Short North

Please check the areas you would like the event promoted:

- | | | |
|--|---|---|
| <input type="checkbox"/> FB/IG post | <input type="checkbox"/> Facebook Event | <input type="checkbox"/> Church Website |
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Print Material | <input type="checkbox"/> Sign Up Genius |
| <input type="checkbox"/> Worship Media Slide | | <input type="checkbox"/> Video |
| <input type="checkbox"/> Email | Other | |

Description of Event and/or media need:

Name & contact info of person completing the form:

_____.

Please email to kshoaf@north-broadway.org or place in Kris' mailbox

For Office Use:

Assigned to (check all that apply):

☐ Kris

☐ Volunteer