

# Communication Request Form

Fill out form and email it to Maureen Cooke [maureen@spcah.org](mailto:maureen@spcah.org)  
or place in her office mailbox.

Name of event: \_\_\_\_\_

Type of event (concert, Bible study, etc): \_\_\_\_\_

Sponsoring church team: \_\_\_\_\_

**Attach a description of your event.** Include date, time, place, (cost, if any):

**Who is the audience for this article?** Check as many as apply.

- Church members
- Other local churches and Presbytery
- Community
- Other

**Check the 3 most important ways you would like your event advertised.**

(all advertising is left to the discretion of the Communications Team)

**Does this event require reserving space at church?**

- Yes Please email Diane at [diane@spcah.org](mailto:diane@spcah.org) to check space availability and to reserve a space.
- No

**SPC contact name/email or preferred phone:**

**Check if the following applies to your event:**

- All church involvement
- Solicitation of money is required
- Children and/or Youth activity off-site

If you have checked one or more boxes, your event needs Council approval before it is advertised.

- Weekly eblast
- Monthly newsletter (*Spire*)
- Flier  internal use  external use
- SPC website
- Bulletin blurb  Bulletin insert
- Accepting info 3 weeks in advance of event.  
Must submit at least 1 week in advance of event.
- Sanctuary Power Point
- Welcome Area Power Point
- Daily Herald* calendar  Press release
- Facebook  Boosted ad
- Photographer
- Postcard
- Outdoor banner
- Brief verbal presentation during worship

**While we try to satisfy all marketing requests, the Communications Team will make all final decisions.**