

Communication Request Form

To fill out this form electronically, go to spcah.org and choose "Church Forms" under the About tab.

Fill out form this form, attach event information, and place in Maureen Cooke's office mailbox.

Name of event: _____

Does this event require reserving space at church?

Yes Please email Diane at diane@spcah.org to check space availability and to reserve a space.
 No

Sponsoring church team: _____

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

Church members
 Other local churches and Presbytery
 Community
 Other

Check the ways you would like your event promoted:

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
 "How did you hear about this event?" card

Does your event need Council approval?

It does if you need to check one or more of the following:

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

Make sure you have approval before turning this form in to the Communications Director.

SPC Contact name/email or preferred phone:

Remember to attach a description of your event.

For online submissions, upload your document.

Include date, time, place, (cost, if any), etc:

While advertising is left to the discretion of the Communications Team, we try to satisfy all marketing requests. Final decisions are up to the Communications Team.