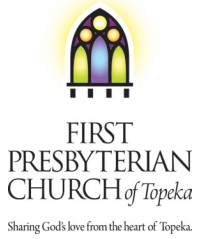


# COMMUNICATIONS REQUEST FORM

Please email this form to Taylor Forrest at [tforrest@fpctopeka.org](mailto:tforrest@fpctopeka.org) or bring it to the church office.

Today's Date



Name

Phone

Ministry/Group

Email

## EVENT / PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of event/program you are promoting

Please provide a two sentence written description of event/ program (please include whether intended audience is internal or external)

Date of event/program

Location

Start/end time

## COMMUNICATION SERVICES

- Poster
- Flyer
- Brochure
- Direct Mail (Letter or postcard)
- Invitations
- Newspaper Ads
- News Releases
- Radio Advertising
- Facebook Post(s)
- Twitter Post(s)
- Instagram Post(s)
- Messenger Story
- Street Sign
- Webpage for Event
- Online Registration
- Home Page Feature Banner
- Other.....

## MORE REQUEST DETAILS

# THE REVIEW PROCESS

The Communications Director will review and respond within 48 hours with a projected timeline for completion, or to request a meeting with you (by phone or in person) to clarify your communications needs. The Communications Director has the discretion to utilize any marketing or promotional avenues they deem fit for the event or program.

Please provide at least two weeks time for completion of requests. We desire to serve FPC in a prompt manner with creativity and excellence in all outlets of marketing and promotion.

**Deadline for FPC Messenger:**

Submissions for the FPC Messenger are due by the third Monday of every month.

**Deadline for First News:**

Submissions for First News are due each Wednesday for the following Sunday.

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## COMMUNICATIONS DEPARTMENT USE ONLY

Date reviewed

Meetings (dates and people)

Projected completion date

Actual completion date

Notes