



CENTRAL UNITED METHODIST CHURCH

How to use this form:

1) Download the form to your computer

2) Open the downloaded version

3) Fill out and "save" the form.

DO NOT COMPLETE THE VERSION THAT APPEARS IN YOUR BROWSER WINDOW or you will lose all of your information.

Information is needed 2 weeks prior to event!

Submission Date: _____

Submitted By: _____

Publicity Request

Name of Event: _____

Description of Event: (please be specific, use back if necessary)

Contact Person/Group: _____

Best way to contact you: _____

Date of Event: _____

Time of Event: _____

Publicity Requested: Chimes/eNewsletter Article Poster

Sunday Announcements Insert in Bulletin Table Tents

Website Facebook/Social Media

Church Electric Sign

Do You Need Something Created? Pamphlet/Insert Press Release

Sign Up Sheet Poster (Please provide sufficient time to complete your request.)

Publicity Start Date: _____ Publicity End Date: _____

Please attach or email (preferred) any articles or information needed to complete this project. Also include graphic files if logos or other imagery is needed.

- Room Request? What room would you prefer? _____
- **Please make sure to confirm dates and rooms with the Church office.**
- All publicity is at the discretion of the staff.

Office Use Only	Copies to: <input type="checkbox"/> Rachel <input type="checkbox"/> Robin
	<input type="checkbox"/> Kevin - Worship Component
	<input type="checkbox"/> Facilitator