

# Communication Request Form

For Sunday announcements, Happenings email, church website and foyer monitors.

## Guidelines for all-church communications

1. For activities and events that apply to a good share (30%) of the congregation. **Pulpit announcements will be very limited**, mostly reserved for communicating with new attenders and church-wide events. Pulpit announcement requests will be evaluated on a case-by-case basis (you will be notified).
2. **Please submit requests four weeks prior to the event or registration deadline (whichever comes first).** If received on time, communications will run two to three times prior to the activity/event. Events are not included every week and recurring events may only run once a month.
3. Communication request form needs to be filled out and emailed to [office@gracewaysaukprairie.org](mailto:office@gracewaysaukprairie.org) and cc Ellen Abernathy ([ellenabernathy.mktg@gmail.com](mailto:ellenabernathy.mktg@gmail.com)) by **9:00 a.m. on Wednesday** to be included in that week's communications. Anything received after that will go in the following week.
4. **Communications are limited to GraceWay ministries** unless pastoral staff approves an exception.
5. Provide as much detail as possible about the event and make sure all logistics are finalized before submitting. Graphics and/or slides will be created by the communications coordinator.
6. Announcements are given by the scheduled announcer. Exceptions must be approved by pastoral staff.

**Name of activity/event**

**Group sponsoring the event**

**Name of contact person**

**Have you reserved the time and space you need on the church calendar**

**yes**

**no**

**Day/date/time the event**

**Cost of the event**

**Location and room where the event will be held**

**Where can people get more information about the event and/or sign-up**

**Give a brief description of the event/activity**

**How would you like this event communicated?**

**Announcements**

**Happenings Email**

**Website**

**Invite/ Flyer**

**Foyer Monitors**

**Do you need a sign-up option? (both online and paper options will be used)**

**yes**

**no**

**What sign-up information do you need (e.g., name, contact info, other, etc.)?**