

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 and cc Ellen Abernathy (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.)?