

COMMUNICATIONS REQUEST FORM



Due to Communications Coordinator NO LATER than 2 weeks prior to event.

Your name _____ email _____

Name of event/class/program _____ Start date

Target audience _____ Is it open to the community? Yes No

Check all the ways you would like to communicate

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Bulletin Board Flyer | <input type="checkbox"/> eblast | <input type="checkbox"/> Facebook Event | <input type="checkbox"/> Lobby AV Image |
| <input type="checkbox"/> Messenger Article | <input type="checkbox"/> Press Release | <input type="checkbox"/> "What's Happening" Bulletin Insert | |

Is there an on-line sign up form? If yes, please provide link in an email to communications@westlakeumc.org

Would you like it added to the Web site? If yes, what page? _____

Either print this form and put in Communications mailbox, or submit via email to communications@westlakeumc.org

Communications Coordinator use only: Date Form Received Date Info. Received