

# Communication Form

The church office must receive the request at least *1 week* in advance of the FIRST date of communication date.  
The church office reserves the right of editorial privileges.

## Your Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ###-###-####

Email Address: \_\_\_\_\_

## Program/Event Information

Name of Program/Event: \_\_\_\_\_

Time/Date for Program/Event: \_\_\_\_\_

Location: \_\_\_\_\_

Subtitle or One-Sentence Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please limit to 50 characters max

Is registration required?:

- Yes
- No

Do you need online registration?

- Yes
- No

Registration Deadline/Registration Requirements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Communication Requests

Please include all related details of your communication request. The content placed in this section should be proofed and ready to be posted. Every effort will be made to accommodate all requests.

Monthly Spirit

Monthly Spirit Written Copy

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Please limit to 700 characters max

This Week at Hope...(formally the Weekly Spirit)

This Week at Hope Written Copy

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Please limit to 450 characters

**How many weeks should this be promoted in the Weekly Spirit?**

1 week  2 weeks  3 weeks

Sunday Morning PowerPoint

Sunday Morning PowerPoint Written Copy

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Please limit to 150 characters max

Sunday Morning Announcements by Pastors

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Please limit to 50 characters max

Email Blast

Limited to one (1) email blast per program/event

Please include a date when the email blast should be sent.

Email Blast Written Copy

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Please limit to 700 characters max

Bulletin Board

Bulletin Board is reserved for Hope, SWPA Synod or ELCA related events. No political advertising or non-Hope sponsored solicitations will be posted. No community advertising will be posted unless a Hope member is participating in the event. (Example: A Hope member has a role in the local theatre production.) The flyer will be taken down the day after the program/event.

**Bulletin Board Written Copy**

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Please limit to 600 characters max

### **Resources**

Please attach any relevant information such as any flyers, images etc. relation to this program/event. If you request to utilize an order form, coupon, or registration form please make note of this in the space provided.

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