

# Communication Request

**Please check which you are requesting**

Email       Journal       Website

Date: \_\_\_\_\_

**Deadline: Tuesdays at 2:00PM**

Name (First & Last) \_\_\_\_\_

Phone #: \_\_\_\_\_ Text (  Yes or  No )

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

Event Date: \_\_\_\_\_ Event Times: \_\_\_\_\_

Will an RSVP be needed? If yes, by when? \_\_\_\_\_

Event / Announcement Title: \_\_\_\_\_

## **Church Calendar:**

If your event is taking place at Joshua Methodist Church, the event and room space(s) must be **pre-approved** by Lynn Collins (Operations Manager) **before** submitting this form. If you have questions or want to get an event on the calendar, contact Lynn via phone: 817-558-9801 or email:

**lynn@joshuamethodist.church well in advance.**

## Event Description:

Please describe your event / project. Be sure to include a summary of what you are trying to accomplish. I need the **Who, What** and **Why**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were talking to someone face-to-face, how would you invite them to engage in this event / project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Photos:

You may only submit photos you've taken yourself or have permission to use. Photos with children, teens and vulnerable adults can only be used **with permission**. If you have photos or pre-made graphics applicable to your announcement or event, please email them to lynn@joshuamethodist.church.

Would you like me to create graphics or add photos? (  Yes or  No ) If yes, please give me an idea of what you are wanting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Once completed, please return this form to the Church Office