

Communication Request

Please check which you are requesting

☐ Email ☐ Newsletter ☐ Website

Date: _____

Deadline: Wednesdays at 12:00PM

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