

## Communication Request Form

*Thank you for taking the time to fill out our Communication Request Form. LPC is a church that is full of life and that has a lot going on! In light of that reality, submissions are reviewed by staff weekly. We will do our best to honor all requests, but we will have some restraints. Please be understanding as we do our best to serve our entire congregation.*

For digital submissions, copy and paste this form into your email or edit and attach document to email. Answer the following questions, attach supporting images/documents, and email [naomi@lebanonpresbyterian.org](mailto:naomi@lebanonpresbyterian.org).

Event Title:

Date and time(s):

Location :

Contact Person :

Phone :

Email :

If you need use of the building, was the facility Request filled out with a minimum two-week notice, and have you received approval from staff ( Y/N )

Event Description (a minimum of 2 – 5 sentence description to add to the announcement and written exactly as you would like it to appear):

How do people sign up (n/a if not applicable):

Registration Deadline (n/a if not applicable):

Cost (n/a if not applicable):

If donations are being accepted, please provide the information on how to donate with specific instructions (n/a if not applicable) *\*Reminder, this must be approved by Finance and Session, if you need help or have questions please contact Sherry\**:

Event Advertisement run start and end date (maximum of four weeks):

Do you want:

- o Weekly email – Due by Monday by noon
- o Do you want a pulpit announcement (pastoral discretion) – Due by Monday
- o Do you want it in the Newsletter - Newsletter content is due typically on the 17th of every month (no exceptions – no January Newsletter)
- o Other (i.e. brochure or flyer & must speak w/office staff for approval) - Printed materials require 2 weeks for the desired printed date.