

COMMUNICATIONS REQUEST FORM

Please complete the following information, attach a draft of your communication message and email it to communications@oldbridgechurch.org.

Ministry Name: _____ Date Submitted: _____

EVENT DETAILS

Event Title: _____ Date of Event: _____

Place of Event: _____ Who's Invited: _____

Who's Helping with Event: _____

Purpose of Event: _____

What are you doing to ensure event is a success? _____

What can the Communications Team do to ensure event is a success? _____

CHURCH OFFICE USE ONLY

APPROVED? Yes: ____ No: ____ Approved By: _____ Date: _____

Additional Information Required: _____

Communication Tools to be used: _____

Comments: _____