

# **Communication Request**

Please select type of request:

Event/Gathering \_\_\_\_\_

News \_\_\_\_\_

Opportunity to give time/ talent \_\_\_\_\_

Title of Communication \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Contact e-mail address \_\_\_\_\_

## **EVENT:**

Date of Event (if applicable) \_\_\_\_\_ Time of Event (if applicable) \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event organized by: \_\_\_\_\_

Event benefitting: \_\_\_\_\_

Website link (if applicable) \_\_\_\_\_

## **NEWS:** (an update from the parish/school office or a ministry)

Please provide news to be shared: \_\_\_\_\_

\_\_\_\_\_

Whom is this news to be shared with: Parish \_\_\_\_\_ School \_\_\_\_\_ Ministry(s) \_\_\_\_\_

If Ministry, which ministry(s): \_\_\_\_\_

Website link (if applicable): \_\_\_\_\_

## **Opportunity:**

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

Date of Opportunity: \_\_\_\_\_ Location: \_\_\_\_\_

Provide help needed: \_\_\_\_\_

Website Link (if applicable): \_\_\_\_\_

Where do you petition this communication to be listed?

Church Website \_\_\_\_\_ Bulletin \_\_\_\_\_ Facebook \_\_\_\_\_ E-Newsletter \_\_\_\_\_ eBoard in gathering space \_\_\_\_\_

Church Announcement \_\_\_\_\_