

# COMMUNICATIONS REQUEST FORM

Please complete the following information, attach a draft of your communication message and email it to [communications@oldbridgechurch.org](mailto: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: \_\_\_\_\_