



# Communications Request Form

*For Sunday Announcements, Website, etc.*

Four weeks advance notice preferred—two weeks minimum—before publication

Name of Event \_\_\_\_\_

Date and Day of the Week of Event \_\_\_\_\_

Beginning and Ending Time (e.g., 9:30 am to 11 am) \_\_\_\_\_

Place of Event (Parish Hall, Sanctuary, etc.) \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_

Requestor's email address and phone number \_\_\_\_\_

How do people register? \_\_\_\_\_

\_\_\_\_\_

Email address and/or phone number for questions regarding event (for publication) \_\_\_\_\_

\_\_\_\_\_

Requested Communication Channels/Ways of Communicating (4 weeks advance notice preferred—2 weeks minimum—before publication):

- |  |   |
|--|---|
| <input type="checkbox"/> Sunday Announcements (Paper)      | <input type="checkbox"/> Facebook                               |
| <input type="checkbox"/> Electronic Monitor in Sanctuary   | <input type="checkbox"/> E-blast/Email                          |
| <input type="checkbox"/> Electronic Monitor in Parish Hall | <input type="checkbox"/> Priest announcement at Sunday Services |
| <input type="checkbox"/> Website                           |   |

Please find attached:

- Flyer
- Photograph

Return form to church office or email to [staff@stjameshouston.org](mailto:staff@stjameshouston.org)