



COMMUNICATIONS REQUEST FORM

This form is available as a fillable PDF at hopelutheranfresno.org/comms that can be downloaded and emailed to rachael@hopelutheranfresno.org, or printed and submitted to the inbox outside Rachael's office

DEADLINES: By 3:00 pm on...

**Email Blast: Wednesdays | Grapevine: 3rd Friday of the month
Flyers, posters etc: Mondays two weeks in advance of "need by" date**

Name

Phone #

Email Address

Name of Event/Title of Article

How do you want this advertised?

- Email Blast
- Grapevine
- Half 8.5x11 flyer QTY: _____
- 8.5x11 flyer QTY: _____
- 11x17 poster QTY: _____
- Pre-Service Slides
- Other _____

When do you want to start advertising?

____ / ____ / _____

When do you want to stop advertising?

____ / ____ / _____

When do you need printed materials by?

____ / ____ / _____

Copy (Event Description)