

FRC Communication Request

BEFORE YOU MAKE YOUR REQUEST: Make sure you've allowed adequate time for the communication process to be accomplished. In most cases, requests that include graphic design will require 4-6 weeks; text-only requests will require 2-3 weeks (prior to program/event date).

Your information

Today's Date _____

Name _____

Name of Ministry, Committee or Third Party Authorization _____

Email _____

Phone _____

Program/Event Information

Name of Program/Event _____

Time/Dates for Program/Event _____

Location _____

Subtitle or One-Sentence Description _____

Description of Program/Event

Include why people should be interested and what they will get out of this event.

Size of event

100+ (church-wide) 50-100 25-50 5-25

Ministry Area/Target Demographic (check all that apply)

Fellowship Discipleship Missions/Outreach Men Women

Couples Seniors Young Families Students (middle/high school)

Children (4 yrs – 5th grade) Other

Is registration required? No Yes

Is space limited? No Yes _____ # of people

Registration Deadline, How To Register and Cost (if applicable)

continued on back of page

Will childcare be available? If Yes, include ages and cost (if applicable). No Yes
Additional form is required. Childcare starts at \$25/hour.

Promotional Requests

*Please include all related details for your promotional requests.
Depending on current bandwidth in our communication methods and availability of our creative team, not all requests can be granted.*

- Sunday bulletin Community Life Announcement slide Facebook post
- Lobby slides Church calendar (printed/digital) Reader Boards
- Website events calendar Posters
- Invite cards (distribution is the responsibility of event team)
- What's Happening (Friday) email Targeted email (to demographic segment)
- Facebook event (outreach only)

Notes/Additional Instructions