**New Peninsula Communication Request Form**  Text

Description automatically generated

**Please note:** *We must receive your request in a timely manner (at least 4 weeks prior) to serve you to the best of our ability. All communication requests will be forwarded to our worship planning team for approval. Thank you in advance for understanding and respecting the church's need to limit the number and length of communication mediums to be good stewards of member's time, our environment and church resources.*

**SECTION A – CONTACT INFORMATION**

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Name (First and Last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (mobile preferred): \_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_ Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B – EVENT INFORMATION**

Name of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Event Time(s): \_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person and details (for event): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional event details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION C – REQUESTED METHODS – TICK ALL THAT APPLY**

*A request for a specific communication method is NOT a guarantee that your announcement will be made using that method.*

|  |  |
| --- | --- |
| * Video Announcement | * Facebook event |
| * Navigate (weekly newsletter) | * Social Media Post (Facebook and Instagram) |

**SECTION D – ADDITIONAL INFORMATION**

Do you need a graphic designed? **YES** or **NO**. If you have any specific graphics (preferred as a JPEG or PNG), please email [christina@newpeninsula.com.au](mailto:christina@newpeninsula.com.au) at the church office.

***Please note:*** *For graphics/imaging, we welcome submissions, however we may alter or replace designs to fit in with our software as well as style preferences to ensure maximum impact and continuity of appearance across our announcements and platforms. Any final decisions on design and layout will be decided by New Peninsula leadership.*

When do you want to begin promoting this event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments or information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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