

## ST. PAUL'S COMMUNICATIONS REQUEST

Submit through Website or send to [office@stpaulsouthington.org](mailto:office@stpaulsouthington.org)  
(Two Pages)

### CONTACT INFORMATION

Committee/Group

Contact Person

Phone #

Email Address

### EVENT INFORMATION

Event or News Item

Event Date

Location

Start Time

End Time

Setup Time

Breakdown Time

Fee (if any)

### COMMUNICATIONS REQUEST

Type	Check all requested	Start Date	End Date
<b>Weekly Bulletin</b> Deadline Tuesday Noon			
<b>Weekly Email</b> Deadline Tuesday Noon			
<b>Town Green Sign*</b>			
*Note: The Town Green Sign must be reserved 6+ months in advance. St. Paul's will reserve the sign. Each group or committee is responsible for creating and installing the sign.			
<b>Website</b>			
<b>Facebook Page</b>			
<b>Press Release</b>			

**REASON / DESCRIPTION FOR COMMUNICATIONS**

	Write Brief Statement(s) for Announcement(s) Under Appropriate Section	When do you want this announced (sections may differ)
Volunteers Needed		
Donations Needed		
Attendees / Ticket Sales		
Church Publicity		
Public / Community Publicity		

**Special Instructions:**

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