Request for Advertising

NOTE: All requests subject to approval by the Communications Team

1. Person or Team making this request: 
2. Person to be contacted if there are questions: 
3. Your phone and/or email address: 
4. Event to be advertised: 
5. Date(s) of the event: 

 If repeating, you can list as “2nd Tuesday of every month September to May”, for example.

1. Is there a cost for this event?
2. What will your team contribute toward advertising (e.g., funds, graphics, draft of a flier)? 
3. How would you like this to be advertised? Check all that apply and provide additional information.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Sunday Bulletin | On which date(s)? |  |
| [ ]  | Sunday Slide on Screens | On which date(s)? |  |
| [ ]  | Monthly Newsletter |  |  |  |  |  |  |
|  |  | [ ]  | January | [ ]  | April | [ ]  | July | [ ]  | October |
|  |  | [ ]  | February | [ ]  | May | [ ]  | August | [ ]  | November |
|  |  | [ ]  | March | [ ]  | June | [ ]  | September | [ ]  | December |
| [ ]  | Church Website |  |  |  |  |  |  |
| [ ]  | Church Facebook Page |  |  |  |  |  |  |
| [ ]  | Newspaper | Which ones? |  |
| [ ]  | Radio |  |  |  |  |  |  |  |
| [ ]  | TV Community Access Stations |  |  |  |  |
| [ ]  | Other: |  |

1. Please write the wording that you would like included or attach on another page: (Please be aware that this may be edited.)



**Please give the completed form, as well as any other materials that you have created,**

**to Carol Formica in the church office or email it to** **whumc\_office@att.net****. Thank you.**