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**](mailto:whumc_office@att.net)**. Thank you.**