

# COMMUNICATIONS REQUEST FORM

Use this form to submit your event to the bulletin, website, or scrolling screen.

PLEASE PRINT CLEARLY!

**REMINDER ~ Get required APPROVALS prior to publication: Ministry Elder & Room Usage**

\_\_\_\_\_  
**Person Submitting Form:**

\_\_\_\_\_  
**Date:**

Applicable Media:

\_\_\_\_\_  
Bulletin                      Dates to run: \_\_\_\_\_ to \_\_\_\_\_ (Limit of 2 weeks)

\_\_\_\_\_  
Blurb (paragraph item)    or    \_\_\_\_\_ Insert (colored page added to bulletin)

\_\_\_\_\_  
Insert color you would prefer

**Bulletin submission deadline is 12 Noon on the Tuesday before publication**

\_\_\_\_\_  
Website                      Dates to run: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Scrolling Screen    Sundays to run: \_\_\_\_\_ to \_\_\_\_\_ (Limit of 4 weeks)

**Scrolling screen submission deadline is 12 Noon on the Thursday before publication**

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Ministry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone and/or Email Address: \_\_\_\_\_

INFORMATION DETAILS: (Include relevant information and a brief description, etc.) Either write here or attach information:

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Please make separate copies and put in the mailboxes of the appropriate people below (as needed):

**Bulletin:** Anne Gilmore \* 810-494-4018 \* agilmore@cornerstoneforlife.com

**Scrolling Screen:** Linda Kofahl \* 810-494-4027 \* lkofahl@cornerstoneforlife.com

**Website:** Anne Gilmore \* 810-494-4018 \* agilmore@cornerstoneforlife.com

NOTE: The church reserves the right to edit content for clarity and space purposes.