COMMUNICATIONS REQUEST FORM

Any ministry requesting an Announcement, Projection, Newsletter insert, or posting on FB/ website etc. MUST complete this form and return it to the Office Administrator per the deadlines stated below; PoP Administration is not responsible for missing or incomplete information. Use the back of this form to share details about your announcements / temple talk or submit them via email to: poplaurie.hanson@gmail.com

Ministry : Contact/Phone:
Communication Placement(s) & Dates to run: Display Date(s) :
Announcements (Inputs MUST be submitted by 5 business days prior to display date.)
Pre-Service Slides Hardcopy Handouts
In-Service Announcement/ Temple Talk (Service Time(s):
Note: 'In-Service" announcements/temple talks require Pastors' approvals; presentations mu
be scheduled 10 business days in advance to avoid conflicts/double-booking, especially videos
Equipment required:
O Microphone(s) for Speaker(s), how many
O Microphone(s) for Musician(s), how many
o laptop or iPad to run show from altar area
Projection in Sanctuary
O A/V support needed; format of materials:
(e.g. Jpegs, Powerpoint, Mpegs, WMV, DVD, Flash drive, internet link etc.)
Person(s) who will provide the materials:
Person(s) who will be presenting materials:
 Are you in need of a tech person to operate A/V for you?YN is willing to be trained
 Monitors in Narthex (or alternate gathering room) (submit materials & name of person to be trained to run equipment, <u>5 business days</u> prior to date being used).
A/V support needed, format of materials:
(e.g. Jpegs, Powerpoint, Mpegs, WMV, DVD, Flash drive, internet link etc.)
 Person(s) who will provide the materials &/or be available to run materials:
 Monthly Newsletter (Prints of Peace; watch calendars for deadline; typically the 15th of the month prior)
Month of Insertion:

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• Online Display/Links (Deadline: minimum <u>5 business days</u> prior to start date)
Date(s) to run information:
PoP Website / Ministry Page PoP Facebook page Midweek eMail Blast
COPY/DECRIPTION OF INFORMATION:
(Include Who this information is targeted to/ Who is the contact for more information, What do you want people to know &/or to do, Why - are you doing the event/asking people to participate?, When - list event dates/ times/deadlines to RSVP etc., Where - event will take place, get more info (e.g. website/links) &/or to turn in registrations; How Much - is there a cost?:
(Neatly write copy details here or complete the front of this form and send additional information via email to: poplaurie.hanson@gmail.com) Due to time and/or space limitations, copy may be edited.
Include Forms (e.g. Registration, Medical Release, Permission slips etc.) Printed or link to pdf file MUST be provided at time of this request).

Date Rec'd: Cc: Digital Team