

# FPCA COMMUNICATION REQUEST FORM



NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TYPE OF PROJECT: *(IF THIS IS A MAJOR PROJECT, A MEETING MAY BE REQUIRED WITH THE COMMUNICATIONS COORDINATOR.)*

NEW PROJECT

REPEAT PROJECT

PROMOTIONAL NEEDS:

SLIDE FOR EBLAST

SLIDE FOR PRE-WORSHIP SLIDESHOW

SOCIAL MEDIA

TV'S

BULLETIN

OTHER: \_\_\_\_\_

## **PROJECT CONTACT** *(IF DIFFERENT FROM ABOVE)*

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

PUBLISH/PRINT DATE(S): \_\_\_\_\_

## **PROJECT SUMMARY (Information for Publicity)**

*(Please submit information at least 10 days prior to publish request date.)*

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

BREIF DESCRIPTION FOR PUBLICITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please contact Diana Worley to put event on the church calendar.  
If registration is required, please be sure to let Diana know when scheduling the event.  
diana.worley@fpccallentown.org OR 610-395-3781 Ext. 11

**Submit this form to Caley Oels in the church office. [caley.oels@fpccallentown.org](mailto:caley.oels@fpccallentown.org)**