**Reisterstown United Methodist Church**

**Communications Request**

*Please fill in as much of this form as you can and email it to* *rumcoffice1777@gmail.com**.*

 *If you need help, please call the church office, 410-833-5440.*

**Your Name** Click here to enter text.

**Your Email** Click here to enter text. Your Daytime Phone Click here to enter text.

**Church Team** (Committee) Click here to enter text.

**Target Audience** Choose an item.

**Publication Date** Click here to enter a date.

**Have the event and date been cleared by the Church Council and/or Church Office?**

 [ ] Yes [ ] No [ ]  Ongoing Event

**Date I cleared my event with the Office** Click here to enter a date.

**Type of Material – Type of Publication:** Choose ALL that apply.

If you want your material in more than one type of publication, please indicate other type(s) here: Click here to enter text.

*Submission deadline is the earliest deadline when there are multiple types of material.*

 **Printed Material Details:**

 **Ink/toner** -- [ ]  Color [ ]  Black and White

 **Paper stock**: [ ]  Letter weight [ ]  Card/Cover stock

 [ ]  White Specify paper color Click here to enter text.

 Specify if you want a special paper (such as glossy) Click here to enter text.

 (Note: Group may need to defray cost of special papers.)

 **Format:** [ ]  1-sided OR [ ]  2-sided

 [ ]  Flat [ ]  Half-fold [ ]  Tri-fold

 **Publication Size** Choose an item.

(Note: For color printing, the ministry team may need to defray the cost of color printing from their budget or event receipts)

 **# of Copies** Click here to enter text.

 **Website Piece Details:**

 **Page(s) on site:** Choose an item. If more than one page, enter additional

 here: Click here to enter text.

 **Hyperlink (URL) to another site (provide address here)?** Click here to enter text.

**Text** – You may attach a Word copy of your text. Be sure the following is covered.

 **Event Start Date and Time** Click here to enter a date.

 **Event END Date and Time** Click here to enter a date.

 **Event** **COSTS**: (Click here for the church’s fund raising policy and form required.

 Fundraisers must be approved by the Finance Team.)

 Will there be an offering taken? [ ]  Yes [ ]  No

 Is there a ticket or other entry fee required? [ ]  Yes [ ]  No

 If so, what is the entry fee? Click here to enter text.

 Date this fundraiser was approved by the Finance Team: Click here to enter a date.

 **Contact Person:** Name, Email and/or Phone (preferably both) Click here to enter text.

 **Event Location** Click here to enter text.

**EVENT Description**Click here to enter text. (You may email a Word file to rumcoffice1777@gmail.com instead of typing in the description.)

**Special Instructions** Click here to enter text.

**Image -** Every event, blog, article, worship series, etc., should have a consistent image so that our readers will begin to look for those images that they are familiar with. If this is a series-type event, a logo-type image should be part of every notice.

 [ ]  Use Existing Image or Logo

 [ ]  New Image (send via email to rumcoffice1777@gmail.com)

**Date to Remove from Website/Bulletin** Click here to enter a date.

**Please note: In order to produce accurate, high-quality materials, publications will not be prepared until all detail is received. The office will prepare a draft of print materials at least 3 days before print deadline indicated above. Requestor will need to approve before the item will be printed.**

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**Office Use Only – Please do not write below this line**

**Website Details**

Featured Event? [ ]  Yes [ ]  No

 Rotator? [ ] Yes [ ]  No Rotator on which page(s)? Click here to enter text.

**Print copy approved by** Click here to enter text. on Click here to enter a date.

**Event Date approved and placed on Church Calendar:** Click here to enter a date.