



**PR/Communication Request Form**  
**Please submit 30 days in advance of your event/activity.**

Ministry Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Event/Activity Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Event/Activity Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I would like this event/activity listed on the church website calendar.
- I would like this event/activity promoted to church members only.
- I would like this event/activity promoted to church members and the Huntsville community.
- I would like this event/activity promoted through the following platforms (*highlight all that apply*):  
Local TV/Radio    Local Event Calendars    OUC Newsletter    OUC Social Media    All platforms
- I need graphics for this event/activity (*highlight all that apply*). Date needed \_\_\_\_\_:  
Print Flyer    OUC AV    OUC Facebook    OUC YouTube    All forms
- I need a photographer for this event/activity.
- I would like this event/activity featured on my ministry website page.

\_\_\_\_\_ For Committee Use Only \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_