



## 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.

I would like the following content updated on my ministry website page:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Committee Use Only

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