



OKOLONA
CHRISTIAN CHURCH
COMMUNICATIONS FORM

Submit all Communication Forms to Fawn Clark, 10 business days prior to the requested publication date. Normal publication time is for three weeks before event/class begins or registration deadline. The event will automatically appear in the **Online Update and Bulletin**. Please note there is limited space and adjustments may have to be made.

Name of Ministry: _____

Name of Contact Person(s): _____

Email: _____

Name of Event/Class: _____

Date(s) of the Event/Class: _____ #of weeks: _____

Time: _____ (am or pm) to _____ (am or pm)

Location: _____ Cost: _____

Event/Class Material and Publication Request

Sign Up (*no cost*): Online Sign Up Sign Up Sheet

Registration (*payment required*): Online Registration Registration Envelopes

Website (*event/class info only, without sign up/registration*)

Cards (*invite, reminder, note*)

Large Banner (*size to be determined by the Communications Department*)

Facebook (*to be determined by the Communications Department based on target audience and content of event/class*)

Event/Class Information

Please give particulars about the event/class that need to be communicated.

1. Why should someone participate?

2. Target Audience - *For example: age, grade, gender, etc.*

3. Registration Deadline (*if applicable*) - *For example: allow time to order event/class materials or registration payments.*
Date: _____

4. Additional Information - *For example: name of speaker, food provided, childcare provided, permission forms, etc.*

All communication requests must be signed by the Department Head before publication.

Department Head Signature: _____

Department Head Printed Name: _____ Date: _____

FOR COMMUNICATIONS DEPARTMENT USE ONLY

Date Received: _____ Online Update: _____ Bulletin: _____ End: _____