

Publication Request

This form is to be used when requesting the publication of events, classes, etc. on our various information platforms. Instructions include the following:

- 1) All information for publication is to be provided by the submitting party or team
- 2) "Descriptions" should be provided on this document or provided in a separate electronic form and should include all pertinent information; utilize web links where applicable
- 3) A condensed description may be required in order to manage the formatting of information within some channels (i.e., Facebook, *News and Notes*, electronic sign and/or Sanctuary/Narthex projections.) Please plan messages accordingly and be as concise as possible; utilize web links where applicable
- 4) Pictures, art, and content should be submitted to office@sminster.com and may be edited for size, legal purposes, etc.

INFORMATION FOR PUBLICATION

EVENT TITLE:

EVENT DATE(S): *From* () *To* () or **Recurring** ()

EVENT VENUE (location):

EVENT DESCRIPTION:

EVENT SHORT DESCRIPTION:

DISTRIBUTION CHANNEL (check all applicable):

- | | | | |
|--|--|--|----------------------------------|
| <input type="checkbox"/> FACEBOOK | <input type="checkbox"/> SUNDAY BULLETIN | <input type="checkbox"/> NARTHEX TV | <input type="checkbox"/> WEBSITE |
| <input type="checkbox"/> BULLETIN BOARDS | <input type="checkbox"/> ELECTRONIC SIGN | <input type="checkbox"/> NEWS & NOTES | |
| <input type="checkbox"/> SANCTUARY | <input type="checkbox"/> POST/MAIL | <input type="checkbox"/> SPECIAL EMAIL BLAST | |

EVENT TYPE (Internal events include Southminster congregants only...i.e. Date Night, etc.):

Internal External

PUBLICATION DATE RANGE:

From (mm/dd/yyyy):

To (mm/dd/yyyy):