

Ministry/Event Announcement (MA) Request

Note: Request for announcements must be submitted at least 4 weeks in advance of the scheduled event to allow approval by church staff and the creation of a communication plan.
 Emailing *communications@steamtownchurch.com* is the preferred method of MA submission. Alternatively, please print and give to the Communication department.

Contact Information:

Today's Date:		Name of Ministry:	
Contact person / Event Coordinator:		Phone Number:	
Email address:			

Event Information:

Name:			
Date (s):		Time:	
Location:		Desired Date to start Announcing:	
How would you like this announced?	<input type="checkbox"/> Social Media e-blast (FB event, Twitter, Instagram) <input type="checkbox"/> Slide in Announcement Loop <input type="checkbox"/> Sunday Morning Announcements <input type="checkbox"/> Other _____		
Do you have any special images as part of your announcement? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If providing your own, please provide in ".jpg" or ".gif" format. Note, if using images from google, make sure they are identified as available for re-use</i>			
Do you have special video/film as part of your announcement? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If providing your own, please provide in ".mov" or ".mp4" format</i>			
Statement for Announcement:			

Cost/Registration:

Should people register or sign up for the event <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you provide means of signing up? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Registration deadline?		Cost	