



ANNOUNCEMENTS



EVENTS



CHURCH MESSAGES



## Communication Request Form

Please fill out this form with any pertinent details that you would like to share with the people of St. James UMC about your upcoming events, classes, group meetings, community events.

Please be sure to submit this form **three weeks prior** to your event.

\*NOTE: For on the grounds or inside the buildings of St. James UMC, please receive confirmation of the date and location of your event from the facilities manager **prior** to filling out this form.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Type of Communication:

- Upcoming Church Event (*i.e. ONE Church, Dinner & Movie, etc.*)
- New Church Class / Group (*i.e. Biblical Justice, In-Stitches, etc.*)
- General Information for the Church (*Trustee Messages, Special Recognitions, etc.*)
- Upcoming Community Events (*Recitals, Volunteer Opportunities, etc.*)
- Other: \_\_\_\_\_

### Details & Information

Provide the following information, plus any other necessary details including points of contact, associated costs (e.g. meals, books, admission), and other information you would like us to know.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

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