

KIRK COMMUNICATIONS REQUEST FORM

KIRK ORGANIZATION SPONSOR:

NAME OF CONTACT & EMAIL ADDRESS:

REASON FOR REQUEST:

MEDIUM: (check all that apply)

“@the Kirk” Sunday Inset	_____	Tuesday @ 5:00 p.m.
“This Week @ The Kirk” Friday email	_____	Thursday @ 12:00 p.m.
Pastoral Announcement or Lectern Announcement	_____	Two weeks prior
Social Media	_____	Five days prior
Web Site Posting	_____	Three weeks prior
Mailing Piece/Ad	_____	Three weeks prior
Free standing Sunday Bulletin Insert	_____	Three weeks prior
Poster/Flyers/Brochures	_____	Four weeks prior

ROUGH DRAFT COPY:

Attach to form – and email to the Director of Communications

DATE(S) MATERIAL IS TO RUN (NOTE DEADLINES ABOVE):

QUESTIONS? Contact Lori Hug, Director of Communications; lhug@kirkinthehills.org