

## KIRK COMMUNICATIONS REQUEST FORM

**KIRK COMMITTEE SPONSOR:**

**DATE OF COMMITTEE'S APPROVAL:**

**COMMITTEE CHAIR 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