



# COMMUNICATION REQUEST FORM

## For Promoting an Event

- Requests must be submitted by Friday at 2:00 pm to be included two weeks prior to the requested weekend's publication.
- If using the fill-in form from the parish website, scan and email this form to [media@gscparish.org](mailto:media@gscparish.org).
- Photo submissions are accepted in JPEG, PNG, or PDF format only.

### For Ministries / Parish Staff / Other Organizations

Submit the completed form to [media@gscparish.org](mailto:media@gscparish.org) or drop it off at the Media Coordinator's Office

Ministry / Organization Name

Ministry / Organization Contact (Name & Phone Number)

Name of Event

Date of Event

Event Location

Ticket or Cost of Entry Fee (If applicable)

Dates of Publication (mm/dd/yy)

Please give a detailed description of your event and write a clear, meaningful post for publication

### Check all the media platforms in which you would like your event to be featured:

- Sunday Bulletin       Weekly Flocknote       Parish's Social Media       Website

*By submitting this form, you grant the Media Coordinator the authority to make any necessary modifications to the content, design, and format of your flyer or publication. These changes may include adjustments to ensure that the material is optimized for the selected media platforms, such as the bulletin, website, social media, or any other communication channels. This process ensures that your event or message is communicated effectively and professionally across all platforms, maintaining consistency with the parish's branding and communication standards.*

### Request submitted by:

Print Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

### **Check Additional Forms Needing to be Submitted**

\_\_\_\_\_ Facility Request    \_\_\_\_\_ Event Planning Request    \_\_\_\_\_ Diocesan Form(s)