

# Communication Request Form

Please complete the information below. Submit to the Communications Coordinator (Alissa Olson) via email: [glcwin@gmail.com](mailto:glcwin@gmail.com) **OR** place in the mailbox next to her office door.

Name of Requestor: \_\_\_\_\_

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

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

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

Please specify below: **(NOTE: ONLY the event title, date and time will be printed in the bulletin for the upcoming week. A full announcement can be displayed on the gathering area video display and the big screen in the sanctuary.)**

- Bulletin - Wednesday Service** *(Submit by Monday)*
- Bulletin - Sunday Service** *(Submit by Monday)*
- Gathering Area Video Display** *(Submit by Monday)*

Time of duration: \_\_\_\_\_

- GLOW Newsletter** *(Submit by the 20th of the month for next month issue)*

Time of duration: \_\_\_\_\_

- Website** *(Submit 1 week prior to posting).*

Time of duration: \_\_\_\_\_

**Content of Communication:**