

COMMUNICATIONS REQUEST FORM

LET'S WORK TOGETHER TO SUCCESSFULLY COMMUNICATE
THE MINISTRY THAT'S HAPPENING AT ST. PEDER'S!

Contact Information

Your name: _____

Committee name: _____

Phone number: _____

E-mail: _____

Programming/Event Information

Where? _____

When? _____

Who is invited? (Include ages if applicable) _____

Why? What is the purpose of this ministry? _____

Cost? _____

Registration/Sign-up needed? _____

If so, how do people register? ie. online registration, e-mail, paper sign-up?

Who is the contact person for publicity purposes? Include contact email and/or phone:

Provide any additional details of the program or event you are coordinating:

What are the most appropriate and effective ways to communicate this program/event? Check/circle what you feel would be most helpful.

Electronic

- Online calendar
- Electronic newsletter
- Website
- E-mail blast
- Social media

Print

- Sunday Bulletin announcement
- Monthly newsletter (submissions are due by the 18th of each month)
- Press Release for local newspaper and/or radio station
- Posters (for St. Peder's and/or the wider community)
- Standing plastic signs on tables in gathering space
- Photo display
- Display Case

Other

- Announcement during worship
- Informational Forum
- Outside Sign
- Bulletin Board
- Other ideas? _____

LET'S SET UP A TIME TO HAVE A CONVERSATION

Communication is an important part of ministry. I want to make sure this information is being communicated correctly and effectively, and I value your input!

You can reach me at:

612-722-8000

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Sarah Zuber

Office Coordinator

St. Peder's Evangelical Lutheran Church