



St. James Communications Request Form

Please note that this request does not guarantee appearance in requested publications. All articles will be edited as needed. Questions can be directed to Amanda Burns at aburns@stjamesincrystal.org. Please be as specific as possible when answering the questions below.

1. Name of Event _____

2. Date/Time: _____

3. Location of Event: _____

4. Publication Type Requested (check all that apply):

- Pews News *(Limited to 3 weeks prior to event. Due Monday before noon)*
- Facebook
- Herald *(Due the 15th of the prior month.)*
- Poster
- Gospel E
- Other (please list)

5. Contact Person to be listed in article (include phone/email). _____

6. What do people need to know about your event? _____

7. If you will be writing your own article, it will be given to the office via:

- Email to aburns@stjamesincrystal.org
- Will leave a paper copy in office before appropriate deadlines.
- Attached to form (or written on back).

Office Use:

Form 10/7/2015

Date Received: _____ Approved publications: _____ By: _____