

PROMOTION REQUEST FORM

Please submit to Katherine Warden at least 2 weeks prior to date needed

Request submitted by: _____

Contact Phone/ Email: _____

Title of Event/Ministry: _____

Time & Date of Event: _____

Location: _____

Description of Event or Ministry: _____

Preferred Method of Promotion:

- On Screen Announcement Website Facebook Sun-Herald Community Calendar

PRINTED PIECE:

- Flyer / Poster Postcard Bulletin Insert Other

Additional specifics:

Office Use Only:

Date Received: _____



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