

NAME:

START DATE REQUESTED:

DEPARTMENT:

END DATE REQUESTED:

COMMUNICATION REQUEST

FACEBOOK WEBSITE APP BULLETIN DIGITAL ANNOUNCEMENTS CONSTANT CONTACT OTHER

if website or app please specify (ie. page, push notification, etc.)

Post Content:

GRAPHICS: YES NO

IF YES PLEASE SPECIFY HOW YOU WILL SUBMIT THEM:

TEXT: YES NO

IF YES PLEASE INCLUDE DESIRED TEXT BELOW:

IS THIS A RECURRING POST? YES NO

IF YES, HOW FREQUENTLY SHOULD THIS BE POSTED?

(ie. once a week on thursdays at 3pm)

ALL COMMUNICATION REQUESTS MUST BE SUBMITTED **AT LEAST 2 WEEKS PRIOR**

TO THE REQUESTED START DATE AND ARE SUBJECT TO THE APPROVAL AND EDITING OF RIVER CHURCH STAFF