

COMMUNICATIONS REQUEST FORM

Submit this request via email to communications@dscumc.org or to the Director of Communications.

DSC Staff Name: _____ Request Date: _____

Committee Contact: _____ Contact Info: _____

Conference Board/Committee: _____

Project/Event Name: _____

Project Request:

Project Deadline Date: _____

For Weekly Digest, request deadline is Thursday before 5:00 pm.

Type of publication piece

Check all that apply

- Print Piece:** Brochure Flyer Booklet Poster Business Cards
- Website Content:** Update Webpage New Webpage Flyer/Poster Bulletin Insert
- Graphics:** Social Media Event Logo Photography Other _____
- Press Release:** News Media Church Leaders Other _____
- Article:** Request Submission
- Video:** Request Submission
- Equipment:** Projector Photo Camera Video Camera Sound Recorder Hot Spot
 Screen Laptop iPad Wireless Clicker Portable White Board