

# Sunday Morning Communication Request

For Requesting Use of the Bulletin, Inserts, Handouts,  
and Lobby Space on Sunday Mornings

1. All requests are due by noon on **Mondays**.  
*In the event of a holiday, requests should be turned in the Friday prior to the Holiday week.*
2. Bulletin items are subject to editing.
3. A **Facility Use Form** must be approved before communicating any event. Sunday **Lobby** approval is based on time and space limitations.
4. Please attach any related brochures, flyers, or schedules to this request.

Date Submitted: \_\_\_ / \_\_\_ / \_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Ministry: \_\_\_\_\_

Event or Opportunity: \_\_\_\_\_

Date(s) of Event and Day(s) of the Week: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Location (*Submitter **must** have an **approved** Facility Use Form*):

Cost and Registration Information: \_\_\_\_\_

Key Information: ( Attached) \_\_\_\_\_

---



---



---



---



---



---



---

**Bulletin:** 1) \_\_\_ / \_\_\_ / \_\_\_ 2) \_\_\_ / \_\_\_ / \_\_\_ 3) \_\_\_ / \_\_\_ / \_\_\_

**Handout in Lobby** \_\_\_\_\_ / \_\_\_ / \_\_\_

**Insert** \_\_\_\_\_ / \_\_\_ / \_\_\_

**\*Lobby Space** 1) \_\_\_ / \_\_\_ / \_\_\_ 2) \_\_\_ / \_\_\_ / \_\_\_

Number of Booths: \_\_\_\_\_

(If a table is required, the ministry is responsible for setup and take down.)

# Sunday Morning Communication Request

For Requesting Use of the Bulletin, Inserts, Handouts,  
and Lobby Space on Sunday Mornings

1. All requests are due by noon on **Mondays**.  
*In the event of a holiday, requests should be turned in the Friday prior to the Holiday week.*
2. Bulletin items are subject to editing.
3. A **Facility Use Form** must be approved before communicating any event. Sunday **Lobby** approval is based on time and space limitations.
4. Please attach any related brochures, flyers, or schedules to this request.

Date Submitted: \_\_\_ / \_\_\_ / \_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Ministry: \_\_\_\_\_

Event or Opportunity: \_\_\_\_\_

Date(s) of Event and Day(s) of the Week: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Location (*Submitter **must** have an **approved** Facility Use Form*):

Cost and Registration Information: \_\_\_\_\_

Key Information: ( Attached) \_\_\_\_\_

---



---



---



---



---



---



---

**Bulletin:** 1) \_\_\_ / \_\_\_ / \_\_\_ 2) \_\_\_ / \_\_\_ / \_\_\_ 3) \_\_\_ / \_\_\_ / \_\_\_

**Handout in Lobby** \_\_\_\_\_ / \_\_\_ / \_\_\_

**Insert** \_\_\_\_\_ / \_\_\_ / \_\_\_

**\*Lobby Space** 1) \_\_\_ / \_\_\_ / \_\_\_ 2) \_\_\_ / \_\_\_ / \_\_\_

Number of Booths: \_\_\_\_\_

(If a table is required, the ministry is responsible for setup and take down.)