

Request for Communications / Publications Support

Date: _____

Request from: _____

Contact email/phone: _____

Original Document(s) Submitted (file name): _____

Document / Publication Use:

Check box	Publication	Office Contact	Start Date	End Date
	Happenings (Due: Tuesday Noon)	Comm. Assoc.		
	Screen – Sanctuary: Announcements	A/V Tech. Lead		
	Screen – Sanctuary: Moment for Mission	A/V Tech. Lead		
	TV Monitors – Hospitality Center/FLC	Office Assoc.		
	Church Website	Comm. Assoc.		
	Church Facebook	Comm. Assoc. Director of C.E.		
	Church Instagram	Comm. Assoc. Director of C.E.		
	Other: Boerne Star or external publicity Specify: _____	Comm. Elder		

_____ Create communication using background information submitted

_____ Proof and format document in required filetype

_____ Obtain Communications Elder & Pastor Approval of Contents

_____ Submit final draft to author for final approval before uploading / posting? (Y / N)

Office Contact Information: (830) 816-3000

- **Communications Associate:** communications@stmarktx.org
- **A/V Tech Lead:** booth@stmarktx.org
- **Office Associate:** office@stmarktx.org
- **Social Media:**
 - **Communications Associate:** communications@stmarktx.org
 - **Director of Christian Education:** christianed@stmarktx.org