



# Communications Request Form

Announcements to share with the Wilmington Church of Christ community may be submitted using this form. Please be as detailed as possible in providing information. Accurate and detailed information is vital to the success and effectiveness of timing and communication. Content is subject to editing.

Please fill out the form with as much information as possible. Incomplete or missing information could lead to a delay in publication. Submit at least two weeks before the desired *publication* start date (not the date of the event). Our Communications Team will review the application.

PLEASE NOTE: WCC uses multiple avenues of communication (website, social media, bulletin, video announcements, email, etc) and the Communications Team will determine which avenues best work on a per request basis.

**Name:**

**Email or Phone:**

**Dates for Publication (when does the advertisement start and end):**

**Briefly describe your event/project. Be sure to include a summary of what you are trying to accomplish. Don't just explain the who and what, but also the WHY.**

**Please explain the Call to Action (What do you want them to do)?**



**If you were talking to someone face-to-face, how would you invite them to engage in this event/project?**

