

# Communications Form

Please use this form to share details about your event or activity with Church leadership and the Communications Committee. The form should be submitted PRIOR to your committee's first planning meeting. An electronic form is also available on our website



Primary Contact Person for the event/activity:

Event/activity title:

Date and time of the event/activity:

Additional details:

Is this for Church members only or is this a community event?

What is your budget? *Attach additional expenses if needed.*

Do you have any specific ideas for how you would like to promote this event/activity?

Add any additional notes here (and on the back if needed).

**Thank you!** A member of the Communications Committee will reach out to your primary contact person to discuss how the committee can help promote your event/activity.

[ascensionfellowshipchurchmke.org](http://ascensionfellowshipchurchmke.org)