# *Christ Church Cranbrook*
## *Communications Request Form*

**Name of Person requesting service** _____

**Phone #** _____ Email _____

**Staff Liaison (if applicable)** _____

**Name of project** _____

**Account to charge** _____

**Account number to charge** _____ **Printer code** _____

*(It is the responsibility of the person requesting service to get all approvals before submitting any requests)*

**Date request submitted** _____

**Date finished project requested by** _____

**Type of project:** _____

**Flyer**

Size (Circle one) 1/2 page (8.5 X 5.5) 1/2 page (4.25 x 11) Full page (8.5 x 11) 8.5 x 14
Other_____

Color Yes No

**Comments & Other - (Describe - .i.e.. Business Cards, invitation, etc.)**

_____

**Brochure**

___Bi-fold _____
___Tri-fold
___Other _____
Color Yes No

| **If this is a notice/article, publish it in:** | Deadline: | Publish Date: | Removal Date: |
|---|---|---|---|
| ___*Take it Home (published weekly)* | Monday, 5 pm | _____ | _____ |
| ___*Communicant (published weekly)* | Wednesday, 5 pm | _____ | _____ |
| ___Website | | _____ | _____ |
| ___*Diocesan's Weekly Connection* | Friday, Noon | _____ | _____ |

**(Please note, all notices / articles must be submitted electronically (via email and/or in Word)**
**All articles are subject to editing**
**File name:** _____

OK'd by Dir. Of Communications_____ Date Rec'd_____ Date Completed_____