

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, 3 pm _____ _____

___ *Communicant (published weekly)* Monday, 3 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 _____