

PUBLICATION REQUEST FORM

***Once completed please take to the welcome center or drop off to the church office.
The church office will review and contact you if changes need to be made to the information provided.
This is for church related news/events only!!***

- Request publication in a timely manner.
- Complete the Publication Request form.
- Provide sign up sheet to welcome center if necessary
- Provide flyer to be available at welcome centers
- If you want a sign up sheet on the website it must be emailed to ddeviney@trinitylutheran.org
- NEWSLETTER - the 20th of the month
- BULLETIN - Wednesday for following Sunday
- WEBSITE - Wednesday will be updated by Monday

EVENT INFORMATION

Name: _____

Date & Time: _____

Location: _____

Event Description: _____

(who should attend,
dress, items to bring)

Cost: _____

Additional Information: _____

Sign Up Necessary Yes No

Contact Person for Event: _____

Phone _____

Email _____

Organization in Charge: _____

Person Completing Form: _____

Please publish in the following:

- Newsletter
- Bulletin
- Website