

Please submit this form for all communication requests including editing, writing, email/newsletter requests, print, design, announcements, social media, and for updates/changes to the website.

Sycamore's staff reserve the right to edit all communication requests. Requests will only be approved as time and space allows. Requests will also be organized by priority and their relevance. We will do our best to grant your request, but depending on available resources, not all requests can be granted.

Please fill out this form completely as missing items will cause delays in getting your request completed. Please review our deadline guide below to make sure you are getting this request to us in time.

If you have any questions about filling out this form, please contact smaddox@sycamorepres.com. Our Communications Coordinator (Sarah Maddox) is always willing to talk through any details on the phone, so please email to set that up if that would be helpful to fulfilling your request.

If you are submitting an event promotion request, please be sure to inform us of the following items:

- All basic event information (time, date, location including rooms if happening at the church)
- Expected number of participants (are you hoping for 10 people? 50 people?)
- Reason for this event (what are you hoping that participants will get out of your event)
- Whether or not people need to register in advance for your event. If so, please provide a registration deadline, fee if applicable, and any information you need from registrants.
- A blurb about your event if you would like to provide one, if not, one can be written using details provided.

When submitting an event promotion request, the event will automatically be advertised in the following ways:

- Detailed in the newsletter at the appropriate time leading to the event/registration deadline.
- On our events page on Church Center and the website.
- Promoted on the TV Screen in the foyer.

If you would like your event to be promoted by means of other avenues, please specify that in the request.

Please note: Please only submit this form if you have all of the details necessary to fill it out so that your request will not be delayed. If you submit this form before the deadline, but there are details that are "TBD" it may cause the request to be delayed.

Deadline Guide:

For promotion of a major event (such as a church-wide event or conference), please submit this form *at least* **8 weeks** in advance.

For promotion of a small event, please submit this form **6 weeks** in advance.

For print materials such as flyers, banners, postcards, etc., please submit **4 weeks** in advance.

For email/newsletter requests, graphics, website/Church Center changes, social media requests, announcements, writing, or editing, please submit **1-2 weeks** in advance.