



LAKESIDE COMMUNICATION REQUEST

Date: _____

***Note:** Leadership Team approval may be required. Please read all instructions below.

Event Title: _____

Sponsored By: _____

Requestor/Contact: _____

Event Date: _____ Event Times: _____

Event Details: Submission must be ready for publication. Please include exact verbiage/art to be used. Details may be attached or emailed to admin@lakesidefellowship.org. Artwork should be sent as jpg or gif file.

Church Chat Request Date(s): _____
(Start date – End Date)

Bulletin Request Date(s): _____
(Start date – End Date)

Website Request Date(s): _____
(Start date – End Date)

*Leadership Team Approval : _____
Office Use Only

Added to Calendar: _____
Office Use Only

*If the event will include use of the Bldg./Narthex area for promotion, a room reservation request form MUST be submitted to the office.

Please Note:

- It is the responsibility of the ministry leader/volunteer/requestor to obtain Leadership Team approval if necessary.
- Events may include, but are not limited to, Bible studies, meetings, socials, fundraisers, etc.
- All events approved through the use of this form will be added to the church calendar within 1 week of approval.
- Start and end dates must be listed for each communication request.
- Website requests will require approximately 30 days for inclusion (this time frame does not include the calendar).
- Bulletin requests must be submitted no later than Tuesday for each week's distribution.
- Monthly newsletter "The Church Chat" articles are due by the 20th of the month before they can go to print.