



COMMUNICATIONS REQUEST FORM

First Name _____ Last Name _____

Email _____ Ministry Name _____

Event Name _____ Event Date _____

Start Time _____ End Time _____

Link (if applicable) _____

Will you be supplying a video to use in promotion? ☐ Yes ☐ No

Description of Event *(Please include why people should attend &/or purpose of event)*

Event Location *(eg: digital gathering, Main Campus - Barn, etc)*

- The Communications Team loves the creative process especially our Summit logo. We need to review and approve art files.
- We need sufficient lead time to review, create, approve and plan your announcements. Lead times vary based on your requirements. Sometimes we can turn projects around within the week, but sometimes creating irresistible work takes a little longer. We commit to working hard and partnering with you to get God's work done as quickly as we can.
- Please submit a print ready description of your event, this will give us direction to your needs. Our Communications Team reserves the right to edit your submission. We are happy to submit a final draft to you prior to posting your event. Pls let us know if you would like to review before we post.
- We announce our events in our pre/post announcement slides as part of our Sunday service, our weekly Summit eblast and social media. We carefully select the best possible way to communicate every week. Our plan for your event is intentional and strategic
- We order our services, create our print and prepare the E-blast in advance. Sometimes we can slip your event in, however other times we cannot. For best results, details should be provided a minimum of 3 weeks before the event. The sooner you give us your details, the more time we have to be creative and plan your communication strategy.
- Social media announcements will take approximately 2-4 business days for posting. All other announcements will take approximately 5-7 days for processing.

We will confirm your request within 24 hrs & advise on all necessary details & timelines. All communication requirements must be submitted through this form OR the e-form on Planning Center Online.

Should you have any questions or require assistance please email: communications@summitcommunity.ca.