Family of Christ Lutheran Church

Publicity Request

General Information

Name: _____ Date Submitted: _____

Ministry/Department _____ Phone _____

Type of Request	Requested Dates
❑ **Connections**	
❑ **Information Kiosks**	
❑ **Sign Up Sheet**	
❑ **PowerPoint Announcements**	
❑ **Exhibit Table (must be manned)**	

Event/Ministry Information

Description of Event: (target audience, when and where, other important information)

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Request must be received on **Tuesday** prior to requested publication date. FOC staff reserves the right to edit based on available space.

Office Use Only:

Date received: _____

Routing:

- ❑ Connections/Sign Up Sheet
- ❑ Information Kiosks
- ❑ PP Announcement
- ❑ Exhibit noted on calendar