Publications Request

Today's Date: _____

Name of Event: _____

Person Requesting: _____

To be publicized in the: ڤ Messenger (ڤ Request Messenger cover) ڤ Bulletin

ڤ Wed. Night Sheet ڤ Sunday Screen Announcement

Requested Dates: (Please list every time you want the event publicized)

_____ _____ _____
_____ _____ _____
_____ _____ _____

Additional Information: _____

_____

_____

_____

Has anything already been produced on the subject (flyers, pictures, etc.): _____

Please list location in the shared drive where information is located:
S:\shared\ _____

Please attach a "hard copy" of document to this form and put in Tra'cee Durden's box.

Other special requests for publicity on this event:_____

_____

_____

DEADLINES

Messenger	Monday	12:00 noon
Bulletin	Wednesday	12:00 noon

Please observe these deadlines so that we can get the publications out on a timely schedule.