



Request for Publications

WORSHIP · GROWTH · SERVICE

Name: _____ Date: _____

Department/Team: _____

Team Leader: _____ Email: _____

- ⇒ E-News and Bulletin articles automatically run 3 weeks consecutively.
- ⇒ If additional dates are requested, please submit a separate form for those dates.
- ⇒ If content changes, please submit a new form.

E-News: Date(s) to be published in: _____

Must be received no later than noon Tuesday of the requested week

Sunday Bulletin: Date(s) to be published in: _____

Must be received no later than noon Wednesday of the print week

Poster/ Flier Request: Date needed by (allow 3 days): _____

If a particular graphic or logo is requested, please attach with your request

Quantity: _____ Size(s): _____

Content/Text: _____

Additional Comments: _____

* Please submit forms to Lynn in the Church Office. You may also send information via email lthomas@stgiles.org.