

Prince George Church Communication Request Form
Please return this to Karen Owens or the church office (karen@pgwinyah.org)
Revised February 2026

YOUR INFO

Person submitting this request	
Best phone number to reach you	
Your email address	
Date submitted	

INFO REGARDING WHAT NEEDS TO BE COMMUNICATED

Reason for this request	
Date of event	
Location (is room available?; reserve)	
Starting time of event	
Ending time of event	
Who is this for? CIRCLE ONE:	ALL CHURCH MEMBERS or SEGMENT OF CHURCH
Is this a recurring event? If so, please state number of repeats.	
Have you spoken to the ministry leader or the clergy about this event?	

DETAILS ON HOW YOU WOULD LIKE THIS TO BE COMMUNICATED

Date to start promoting this	
Person to contact for more info	
Contact info for person above	
Your goal for the event that could help promote it, such as: <ul style="list-style-type: none"> • Theme (education, service, pastoral care, outreach, etc.) • Impact on those who participate (learn, volunteer) • Next step for people to get more info (sign up, call, etc.) 	

COMMUNICATIONS REQUESTED (remember the deadline is Tuesday at Noon to include on Sunday)

<u>Communication Type</u>	<u>Check below to use this</u>	<u>This form will be good for</u>
Bulletin		3 weeks
Enews		3 weeks
Website		
Coming This Week email		
Announcement during Service		

Other info you want to provide: