



Broomfield UMC Communications Request Form

If you would like to request a Broomfield UMC related event or activity, please fill out this form completely. Please make sure all information is correct (proofread names, dates, times, description, etc). Any text not included or text included erroneously is the responsibility of the requestor. Email this form to aimee.david@broomfieldumc.org at least 2 weeks prior to requested beginning date for publicity to ensure adequate time for promotion. (space availability is not guaranteed)

Name: _____ Request Date: _____
Organization/Church Department _____
Contact Info (phone and email) _____

Communication Avenue (check) (space availability is not guaranteed)

- Announcement
- Weekly Email Updates
- Monitor Slide
- Outside Marquee Sign
- Bulletin Board/Posters/Postcard
- Website
- Facebook/Instagram

Other (describe) _____

Beginning Date _____
Ending Date _____

Text to include:

Artwork/logo to include (high resolution image). Please email this form and image to aimee.david@broomfieldumc.org

Ideas/concept (for posters, monitor slides, etc.)
