

Communication Form

Ministry/ Event / Program _____

Person completing form/ Contact person _____

Date Submitted _____ Date Received _____ (for clerk)

Please check if applicable/ needed for your event/ministry/program

- ☐ Confirmation Letter to the Speaker. All correspondence must come from the clerk's office. Please attach a copy of your letter.

Date to be sent _____

Address _____

Email Address _____

- ☐ Bulletin Announcement **(Due no later than Thursday before the requested date)**

Dates for the announcement _____

Announcement – Please attach copy if this is not enough space.

- ☐ Social Media Post **(Due no later than 3 weeks prior to start date)**

Start Date _____

Please provide information for your post _____

- ☐ Church Marquee **(Due no later than 4 weeks prior to the requested date)**

- ☐ Call'em ALL Message **(Due no later than 2 weeks before the requested date for planned programs)**

- ☐ Letter to Community Churches **(Due no later than 4 weeks prior to start date)**

PROGRAM DEVELOPMENT PROGRAM

Saint John Baptist Church

8131 Roxbury Road ♦ Charles City, Virginia ♦ 23030

Church Telephone – 804-829-9196 E ♦ Email – ClerkOffice@STJBC.com ♦ www.STJBC.com