



Event & Marketing Request Form

Please use this form for any program, class, meeting, etc that would need communication and marketing support from St. Luke's staff and communication resources. Return completed form to Doug Cassel, or by email to dcassel@stlukes-elca.org and jmurray@stlukes-elca.org.

Please include any written announcements or web changes separately (preferably by email)

Program Name:

Affiliated Ministry:

Time(s): _____ to _____

If repeating, provide details:

Date(s): _____ to _____

Description:

Location:

Sign Up Link if available:

If you need staff to create sign up provide email for RSVPs:

Communication Needs:

Web

Social Media

Worship Announcements

Monthly Mailings

Happenings

Video

Other: _____

Additional Needs: