



South Santiago Lutheran Church: *Teaching the Word, Reaching the World*

Unified Communication Form

Today's Date: _____

Person Submitting Request: _____

Phone Number: _____

Email: _____

Title of your ad, article or event: _____

Check all of the following ways you would like your event to be communicated. Items will be communicated on a space available basis with large group events taking precedence. Submit all information to Shelly Bluhm.

Email: sslcoffice@izoom.net or Phone: 763-662-2048

Bulletin:
Dates Requested: _____
Due on Monday before the start date of the event.

Verbal Announcement in Worship:
Date Requested: _____
Name(s) of person(s) giving the announcement:
8 AM _____
10:30 AM _____
Information for Announcements should be given before worship starts on Sunday and Verbal Announcements need to be as short as possible.

Narthex Signs (Posters):
Date Requested: _____
Due Monday before announcements should start.

SSLC Website:
Dates Requested: _____
Website information will be put up in a timely manner. Please note that it may take up to a week to get published. Please plan accordingly.

Facebook Page:
Date Requested: _____
Information should be given in a timely manner so that we can adequately share this information with others.

Newsletter:
Month Requested: _____
Newsletter information is due by the 15th of the previous month of the desired newsletter. Submissions later are up to the discretion of the Office Administrator.

E-mail Blast:
Date Requested: _____
Due by noon on Monday of the week you wish to have information go out. All e-mail blasts will be combined and sent out only one time each week.

Newspaper Press Release:
Date Requested: _____
Due 2 weeks prior to being published.

Ad/ article content: Write as if your audience knows nothing about what you are advertising. Please include, what, when, time, where, etc. Be Specific:
