

Publications Request Form

(Please email completed request form to communications@nebraskasynod.org)

•What are you requesting Communications for:

One Time Event Ongoing Training/Meetings/Classes Trip/Retreat

•When is the “go live” date:

(When do you need this to be available to the public)

•Publications & Website Updates-

Please check all resources you would like your information publicized

Synod Website (calendar) E-news Rostered E-news Social Media

Please provide the following in the space below or on a separate sheet: 1 paragraph of information to publicize (including dates, times, locations, links, urls, contact information, etc). If you have any visuals that you would like to include please email them with this form to communications@nebraskasynod.org.

*Please note all information must be provided by the contact person or requestor. All relevant information, visuals, files, etc must be received with request 2 weeks prior to publication date.

•Promotional Materials-

Please check which items you are including for use with publication

Handout Brochure/Booklet Poster/flyer Bulletin Insert

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