



# COMMUNICATION REQUEST FORM

For Promoting an Event or Meeting

(Please Print Clearly)

Bulletin requests must be submitted by Monday at 5pm; 2 full weeks before the date of publication. Photo submissions are accepted in jpeg, png, or pdf formatting only. Please return the completed form to the Parish Office or email the department directly. If using the fill-in form from the parish website, mark the intended department:

- For Ministries - email GSCP Event Coordinator: [pcall@gscparish.org](mailto:pcall@gscparish.org)
- For Catholic School of Visalia, GMC - email Principal: [srast@csvgmc.org](mailto:srast@csvgmc.org)
- For Catechesis and Evangelization - email Director: [mverduzco@gscparish.org](mailto:mverduzco@gscparish.org)

- Bulletin \_\_\_\_\_ Date(s) Requested \_\_\_\_\_
- Website \_\_\_\_\_  Flocknote E-Blast \_\_\_\_\_  Parish's Social Media \_\_\_\_\_  Request Photographer \_\_\_\_\_
- Flyer \_\_\_\_\_  Newspaper / Radio \_\_\_\_\_ \*to be arranged, if available
- Other \_\_\_\_\_

Ministry, Organization, or Group \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Location \_\_\_\_\_

Time of Event \_\_\_\_\_ Doors open at \_\_\_\_\_

Cost/Ticket Information \_\_\_\_\_

- Must be pre-purchased
- Available at the door
- No charge

**Write below or attach the text you wish to submit. Be descriptive and include a copy of your logo, if applicable. Editing for content, length, grammar, and photo submission will be at the discretion of the GSCP Communications Coordinator.**

**Request submitted by:**

Print Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Date \_\_\_\_\_

For Office Use Only	
Approved by _____	Date _____
Check Additional Forms Needing to be Submitted	
_____ Facility Request	_____ Event Planning Request _____ Diocesan Form(s)