**FirstUNITED**
www.fupcc.org

**Date Completed:** _____

**Church Unit Name (if applicable**)**:** _____

**Contact Person Name:** _____

**Contact Person Phone:** _____ **Contact Person Email**: _____

**Purpose of Request** (check one):  ☐ Event  ☐ Wedding Reception  ☐ Other

**Name/Type of Even**t: _____

**Location of Event** (sanctuary, fellowship hall, patio)**:** _____ **Number of Guests:** _____

**Starting Date of Event:** _____ **Starting Time:** _____

**Ending Date of Event:** _____ **Ending Time:** _____

| Communication Needed | ☐ None ☐ Website/Facebook ☐ Calling Post ☐ Email ☐ Church Bulletin ☐ United Voice<br>☐ Other (*Presbytery News, flyers, rack card, etc.*) _____ |
|---|---|
| Technology Needed | ☐ None   ☐ Audio (microphone, music)   ☐ Video (projector/screen)<br>☐ Other (*please specify*)_____ |

**PRESS RELEASE:**  Please write a brief announcement for your upcoming event to be used as a press release for church bulletin, United Voice, Calling Post, Email, Facebook and/or other media communications.

> **To ensure your event is communicated in a timely manner, please adhere to these deadlines:**
> **INTERNAL:**  2-week deadline for communications by Email, Church Bulletin, United Voice, Website, bulletin boards and/or Facebook.
> **EXTERNAL:**  3-4 week deadline for communication and publicity to media outlets, Calling Posts, Presbytery News, rack card and/or other churches.

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> **Distribution of form**:  Place completed form in the UNITED MEDIA MINISTRY mailbox at church **OR**
> Email copy to **fupcunitedmedia@gmail.com**

## ACTION BY UMM TEAM MEMBER ONLY

**Request made by:**  ☐ Church Unit  ☐ Other (please specify) _____

**Date Request Received:** _____

**Date Open on FUPC Calendar:**  ☐ Yes  ☐ No

   ☐ APPROVED (posted on FUPC Event Calendar)

   ☐ NOT APPROVED (specify reason) _____

**Cost Applicable to Request:** $_____

**UMM Authorized Signature:** _____ **Date:** _____

**Additional Comments**

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