



Christ and The Epiphany Church  
39 Park Place  
East Haven, CT 06512  
Phone: 203-467-2310  
Email: [ChristandTheEpiphany@gmail.com](mailto:ChristandTheEpiphany@gmail.com)  
Website: [ChristandTheEpiphany.com](http://ChristandTheEpiphany.com)

## Christ and The Epiphany Communication Request Form

Are you organizing an event to be held at Christ and The Epiphany? If so, you'll want to get a Communications Request Form and fill it out with the details that will be used for the press release that will publicize the event. It is recommended the completed form is approved 5-6 weeks before your event, so the press release will appear a month before the event.

1. Forms are available in the church office or on our church website:  
[www.ChristandTheEpiphany.com](http://www.ChristandTheEpiphany.com)
2. Requester information and event information is entered by checking appropriate boxes and filling in blanks.
3. The section titled, "Extra Event Information/Description" allows the Requester to write sentences or phrases to provide additional details that are not captured in the boxes and blanks in the first two sections.  
**\*\*\*All event information provided is used for the posting/press release.**
4. The completed form is then sent to the church office at [ChristandTheEpiphany@gmail.com](mailto:ChristandTheEpiphany@gmail.com). Our Priest (or one of the wardens) authorizes the request that the event be publicized and passes the form to the press release agent (Gail).
5. Using the information provided on the form, Gail writes a press release and sends it to our press contacts. The information is posted on our website and passed along to our Newsletter.



Christ and The Epiphany Church  
39 Park Place  
East Haven, CT 06512  
Phone: 203-467-2310  
Email: ChristandTheEpiphany@gmail.com  
Website: ChristandTheEpiphany.com

## Christ and The Epiphany Communication Request Form

### **REQUESTER Information:**

Requester's Name: \_\_\_\_\_ Requester's Phone No: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requester's Email Address: \_\_\_\_\_

### **COMMISSION Information:**

Commission Name: \_\_\_\_\_ Commission Chair: \_\_\_\_\_

### **EVENT Information:**

Christ and The Epiphany Church will  sponsor/ host/ hold the (*event name*) \_\_\_\_\_ on (*date*) \_\_\_\_\_, from (*start time*) \_\_\_\_\_  AM/ PM to (*end time*) \_\_\_\_\_  AM/ PM.

Christ and The Epiphany Church is an open and accepting parish with diversity of ages, backgrounds, and mindsets. Please join us in the practice of faith, hope and friendship by attending a Sunday service at 8:00 a.m or 10:00 a.m.

For further information on this activity or other activities refer to the church website [www.ChristandTheEpiphany.com](http://www.ChristandTheEpiphany.com), email: [ChristandTheEpiphany@gmail.com](mailto:ChristandTheEpiphany@gmail.com) or call the office 203-467-2310.

Extra Event Information/Description:

Requested Posting to:

General Distribution     Internal Communication Only     Sunday Bulletin Only

### **For Official Use Only:**

Authorized Post to:

General Distribution     Internal Communication Only     Sunday Bulletin Only

Authorized by: Christ and The Epiphany Wardens

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Directions how to submit:

After completing form, please email the form to ChristandTheEpiphany@gmail.com for review. When form has been reviewed and forwarded to the Communication Commission it will be sent to the appropriate persons.