

**Communication and Technology Request Form**  
**Activities, Announcements, Articles, Assistance, Etc.,**  
*St. Paul's Episcopal Church, 900 Normal Road, DeKalb, IL 60115*

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested Published Date: \_\_\_\_\_

Email: \_\_\_\_\_

Program Area: *If applicable* \_\_\_\_\_

Title of Announcement/Article: \_\_\_\_\_

**Information:** Please **describe or write the text of your announcement, article, etc.,** that you want to share and submit to the office, so we can publish and promote. *If you want help writing an announcement or article, please fill out this request and specify below that you would like us to contact you to schedule a meeting, or we can talk over the phone. **If more space is needed,** use the other side of this form.*

**Technical Assistance:** Please describe any technical assistance that you would like (**creating a project, operating the audio/video equipment, etc.,**). \_\_\_\_\_

**Pictures:** Please add/attach a picture to accompany your activity, announcement, article. *You can also email any pictures and documents to the church office at [parishoffice@stpaulsdekalb.org](mailto:parishoffice@stpaulsdekalb.org).*

**Check the lines below for In Reach** (St. Paul's Parish) and **Out Reach** (Community) resources that you would like us to post with and on, or submit to for publishing.

Worship Bulletin Announcements \_\_\_\_\_  
 Post on Bulletin Board in Parish Hall \_\_\_\_\_  
 Add to Church Weekly Emails \_\_\_\_\_  
 Proclaimer - Monthly Newsletter \_\_\_\_\_  
 FaceBook (St. Paul's) \_\_\_\_\_  
 Church Website (Add Text/Picutre) \_\_\_\_\_

DeKalb Chronicle \_\_\_\_\_  
 MidWeek \_\_\_\_\_  
 Episcopal Diocese of Chicago \_\_\_\_\_  
 NIU Northern Star Newspaper \_\_\_\_\_  
 Others: \_\_\_\_\_  
 Others: \_\_\_\_\_

**Please submit this form to the church office** Administrative Assistant, Susan King. You can give to Susan in person, place it in her snailmail box outside the office, or send it electronically via email to the [parishoffice@stpaulsdekalb.org](mailto:parishoffice@stpaulsdekalb.org)