**Directions:** To complete this electronic form, click on **“enable editing,”** when you open the downloaded file. To insert your information, place your cursor in “Click or tap here to enter text.” After completing the form, save it to your hard drive. Then attach the form to your email prcommittee@raftingcreekbaptistchurch.org, the Public Relations Committee’s inbox.

**ALL REQUESTS SHOULD BE SUBMITTED AT LEAST 3 WEEKS PRIOR TO THE SCHEDULED EVENT.**

|  |  |
| --- | --- |
| ***DATE OF SUBMISSION*** | Click or tap here to enter text. |
| ***NAME OF MINISTRY*** | Click or tap here to enter text. |
| ***NAME OF REQUESTER*** | Click or tap here to enter text. |
| ***REQUESTER’S CONTACT NUMBER*** | Click or tap here to enter text. |
|  |
| ***EVENT INFORMATION*** |
|  ***NAME***  | Click or tap here to enter text. |
|  ***DATE***  | Click or tap here to enter text. |
|  ***TIME*** | ***AM***[ ]  | ***PM***[ ]  |
|  ***LOCATION (e.g., Sanctuary; Fellowship Hall)*** | Click or tap here to enter text. |
|  |
| ***SPEAKER INFORMATION (if applicable)*** |
|  ***NAME***  | Click or tap here to enter text. |
|  ***AFFILIATION*** | Click or tap here to enter text. |
| For example, include this type of information: President of [name of organization], Pastor of [name of church and location], Author of [name of latest book], Veteran (and rank) of [name of military branch]***.***  |
| ***\*\*Attach a photo of the speaker to your email.*** |
| **HOW TO SUBMIT YOUR COMPLETED FORM:**1. Please turn in your flier requests to the Public Relations Committee president Wallace E. Dinkins OR
2. Download this form, located at [[Church Announcements | RCBC (raftingcreekbaptistchurch.org)](https://www.raftingcreekbaptistchurch.org/weekly-announcements)](https://www.raftingcreekbaptistchurch.org/weekly-announcements)
3. Email your completed form to prcommittee@raftingcreekbaptistchurch.org.
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