



St. Stephen Media Request Form

575 Tuskawilla Rd Winter Springs, FL 32708

407-699-5683 www.st-stephen.com

PROMOTION REQUESTS ONLY. PLEASE EMAIL TO MEDIA@ST-STEPHEN.COM & ANDREW@ST-STEPHEN.COM

Organization			
Event Title			
Contact Name Role in Organization		Phone Number	
Email			
Dates to Advertise			
Recurring Date(s) to Advertise		TICKET SALES ***	<input type="checkbox"/> Yes
<small>*** Ticket Sales are in Church Courtyard unless inclement weather, then use the Narthex.</small>			

CHECK ALL THAT APPLY - PLEASE SUBMIT MATERIAL BEFORE THE LISTED DEADLINES

<input type="checkbox"/>	Bulletin Announcement	(2 weeks prior to bulletin issue date)	<input type="checkbox"/>	MyParish App	(2 weeks prior to notification date)
<input type="checkbox"/>	Mass Announcement	(1 week prior to announcement date)	<input type="checkbox"/>	Facebook Announcement	(2 weeks prior to announcement date)
<input type="checkbox"/>	Pre-Mass Slideshow	(1 week prior to slideshow date)	<input type="checkbox"/>	Instagram Announcement	(2 weeks prior to announcement date)
<input type="checkbox"/>	Website Announcement	(1 week prior to announcement date)			

PLEASE WRITE YOUR ANNOUNCEMENT IN THE BOX BELOW

ATTACH ANY GRAPHIC FILE YOU WOULD LIKE TO USE IN ITS ORIGINAL FORMAT

IF YOU NEED ASSISTANCE CREATING A GRAPHIC, PLEASE MAKE A NOTE BELOW

EVENTS WILL NOT BE PROMOTED BEFORE THEY HAVE BEEN APPROVED AND ARE SUBJECT TO SPACE AND TIME AVAILABILITY

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