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REQUEST FOR NEWS RELEASE

For Release:	<input type="checkbox"/> Immediate		<input type="checkbox"/> At Will		<input type="checkbox"/> Prior To		<input type="checkbox"/> No Later Than		Date
Subject:									
Submitted:	Date	By:					Phone:		
Reviewed by:									

Information to be released:

Request for News Release Instructions

For Release:	Check off appropriate box. For the " <i>Prior To</i> " or " <i>No Later Than</i> " , enter the required <i>Date</i> .
Subject:	Enter a significant title for this request.
Submitted:	Enter <i>Date</i> , <i>Name</i> and <i>Phone</i> of Submitter
Reviewed by:	Leave this field open; this entry will be made by a Communications Committee member and/or approved by pastor.
Information to be Released:	Fill in all pertinent information in area provided. This may also include possible destination targets.

IMPORTANT:

It is important to note that **REQUEST FOR NEWS RELEASE** must be submitted at least two weeks prior to intended release date. This lead time is important so that the intended targets for this News Release will have adequate time to process the information.