



## COMMUNICATIONS REQUEST FORM

Remit Email & Social Media Requests to Maria at [mariagua554@gmail.com](mailto:mariagua554@gmail.com)

Remit Website Requests to Carlos at [crsystems@live.com](mailto:crsystems@live.com)

*To share communications via email, website, or social media, please fill out this form.*

### REQUEST FROM:

Name

Committee

E-Mail

Phone Number

### COMMUNICATION TO BE SHARED

☐

Email

☐

Website

☐

Social Media

**Request/Comments  
For Social Media,  
include exact  
wording to post.**

**Date to be Posted/Shared**

**Date to be Removed**

☐ Flyer, Photos, Etc., Attached with Request

**REMIT REQUESTS AT LEAST FIVE  
BUSINESS DAYS PRIOR TO  
POSTING/DISTRIBUTION REQUEST**

### COMMUNICATIONS TEAM USE ONLY

☐ **Email Request Completed by:**

**Date:**

  

☐ **Website Request Completed by:**

**Date:**

 :   

☐ **SocialMedia Request Completed by:**

**Date:**