

Please return the completed form with the Ministerial Coordinator's Signature to the Technology Ministry Mailbox in the Church Office

_____ Website Request _____ Email Address Request *[Check one.]*
Email Address Requests are for ministry's, church offices, etc. Email addresses are not for personal use.

CONTACT INFORMATION – [PLEASE PRINT CLEARLY]

Your Name	
Ministry Name	
Phone Number	
Email Address	

AVAILABILITY

How long your information should be posted on the website. ***[Check one.]***

_____ Indefinitely
 _____ From _____ to _____

BASIC INFORMATION

Tell us what you want your information to say. ***[Please check & answer all that apply.]***

	Name of Event, Meeting, Workshop	
	Date(s) of the Event	
	Time(s) of the Event	
	Location of the Event (Sanctuary, Fellowship Hall, Room #, Family Life Ctr, etc.)	
	Contact Person for this Event	
	Do You have a Flyer that we can use (please attach a copy)	

OTHER NOTES OR INFORMATION

Summarize anything else that you want to include on the website for this event. ***[Please print clearly.]***

*****Ministerial Coordinator Signature:** _____

OUR POLICY

Please allow 2 weeks from the date of your request submission to see your addition to the website. It is ***your responsibility*** to get the Ministerial Coordinator's Signature. E-mail addresses are for ministry use only and should only be used for FBCD business. ***The Technology Ministry reserves the right to edit website information and assign email addresses as needed.***

For Technology Ministry Only
 Site Administrator _____ Date Received _____
 Date added to website _____ Date Removed from the website _____
 Email Address assigned _____
 Website/Email Address Request Form Rev 4/07