

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