

Communication Request Form

Name of Event: _____

Date of Event: _____

Time of Event: _____

Volunteers Needed? If so – outline below the shifts, specific timing, number of people needed each shift and a sign-up sheet will be created.

Name of person submitting this request: _____

Date this Form is submitted: _____

What Department is this event being charged/credited to: _____

How do you want to communicate this event? (check all that apply)

- Bulletin Newsletter Banner (cost involved) Television
 Radio BJ News article (Lakeland Times) Posters Church website
 Special Email Face Book BJ Chamber Newspaper Advertising
(cost involved)

NOTE: If requesting a banner or advertising....costs will be split between department and communications budget upon approval from both departments.

If you have an image, text, weblink or document you'd like to share electronically – email to: secretary@commchbj.org

Provide details of the information you want communicated:

Submit this information to Laurie Hoelzel at least 4 weeks prior the event to ensure sufficient time review and be successful with communication

Communication Resources listed on back...

Communication Resources

- **Chamber of Commerce**
- **Post Office**
- **Library**
- **Community Center**
- **Community Church, St. Anne's Church, Trinity Lutheran Church**
- **Laundromat**
- **Associated Bank**
- **Lakewood Market**
- **Knitt's Hardware**
- **Northern Highland Sport Shop**
- **Peepelures**
- **Badger Heating**
- **BJ Coffee Shop**
- **Christine Marie's Salon**
- **Outdoorsman**
- **Mad Dog Jakes**
- **Boulder Beer Bar**
- **Aqualand Alehouse**
- **Gooches II**
- **Ice Shanty**
- **Acorn Lodge**
- **Boulder Bear Motel**
- **The Woods Apartments**
- **Camp Manitowish Camp Holiday**
- **Dairyman's**
- **White Birch Village**
- **Community Church Facebook Page/Web Site**
- **WJFW TV**
- **WRVM, WXPR, WRJO, WMQA, WHDG, WRLO, WRHN, WOBT, WILLD radio stations**
- **Lakeland Times Newspaper**
- **Jeannie – Boulder Junction News appearing in Lakeland Times**