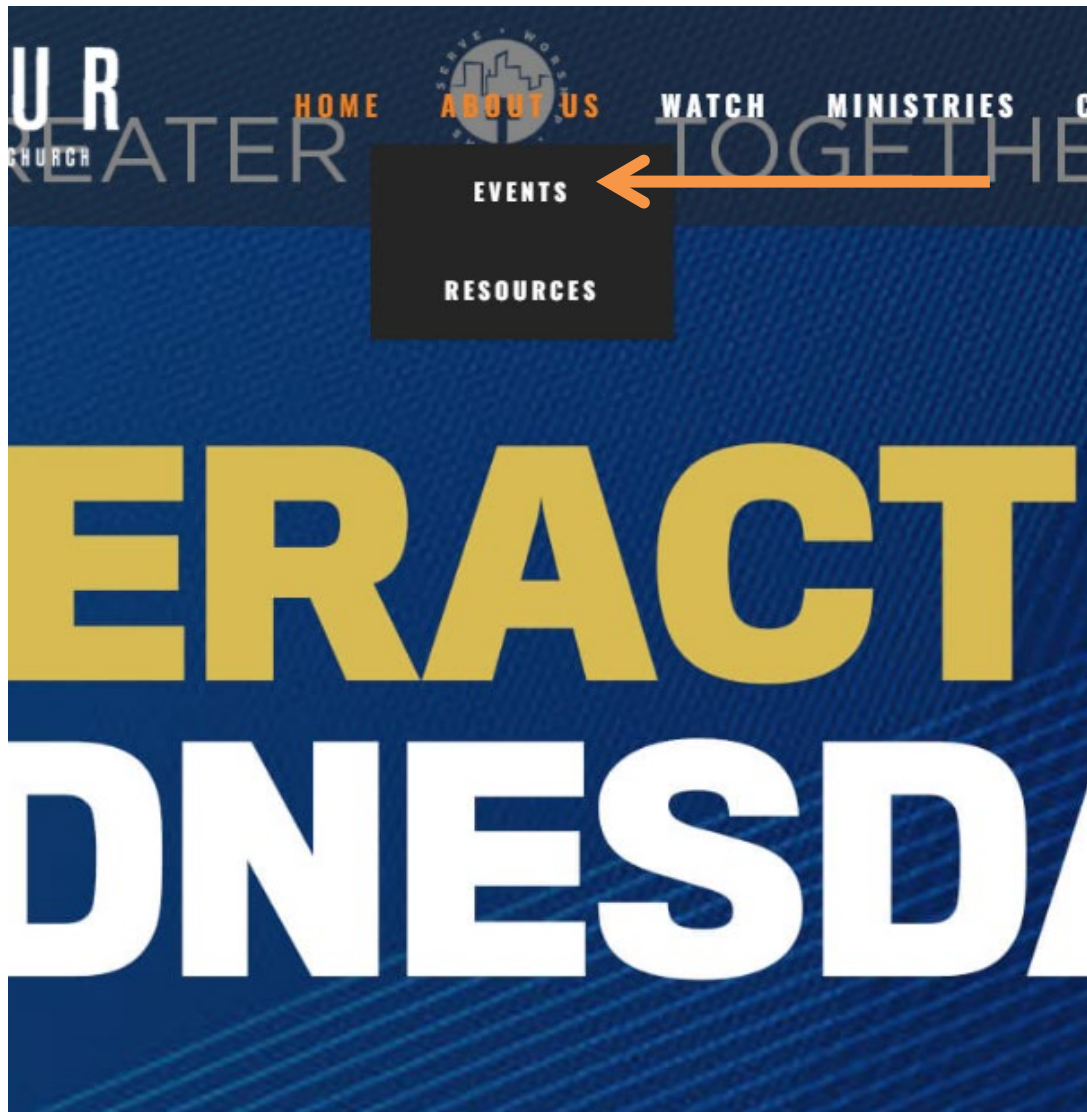


Decatur SDA Church

Communication Request Form Instructions



Access the communication request form (CRF) from the DSDA website.

<https://decatursdachurch.org/upcoming-events/>

Check for Date Availability

Room Reservations/Promote Events

For room reservation please check the clerk's calendar by clicking the button below and submit the below form.

Do you already have a confirmed date? If so, click yes and move to the next item. If not, check the church calendar for availability.

[VIEW CLERK'S CALENDAR](#)



New All meeting space rooms in the church will need to be reserved before using and promoting your event. If you haven't already, please submit your room request below before requesting promotion. Thanks!

Have you reserved the room in the church you will be using? *

Yes No Event Off-Site / Not Applicable



Clerk's Calendar

Use the arrows or the drop-down box to find the date you want.

The screenshot shows a calendar interface for March 2022. At the top, there is a navigation bar with a calendar icon, the text "Today", an up arrow, a down arrow, and a drop-down menu showing "March 2022". A blue callout box highlights this navigation bar. The calendar grid below shows days from Sunday to Sunday. Events are listed in blue boxes on specific dates: "Ministry Recording" (12 PM MARRIAGE ENRICHMENT and 5 PM Painting in the Spirit) on Saturday, March 5; "5 PM drive thru prayer" on Tuesday, March 8; "2:30 PM Children's Church" on Saturday, March 12; "2:30 PM International Children's Church" on Saturday, March 19; "2:30 PM Children's Church" on Saturday, March 26; and "12 PM MARRIAGE ENRICHMENT" on Saturday, March 27. The date March 27 is highlighted in blue.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Feb 27	28	Mar 1	2	3	4	5 Ministry Recording 12 PM MARRIAGE ENRICHMENT 5 PM Painting in the Spirit	
	6	7	8 5 PM drive thru prayer	9	10	11	12 2:30 PM Children's Church
	13	14	15	16	17	18	19 2:30 PM International Children's Church
	20	21	22	23	24	25	26 2:30 PM Children's Church
Mar 27	28	29	30	31	Apr 1	2 12 PM MARRIAGE ENRICHMENT	

Reserved Dates

- 1st Sabbath – Marriage Enrichment
- 2nd and 4th Sabbath – Children's Church

*Reserved dates include Fellowship Hall, kitchen, SS classrooms and/or Sanctuary if after service.

Request A Date

New All meeting space rooms in the church will need to be reserved before using and promoting your event. If you haven't already, please submit your room request below before requesting promotion. Thanks!

Have you reserved the room in the church you will be using? *


Yes No Event Off-Site / Not Applicable

Facility Reservation Details *

- Sanctuary
- Kitchen
- Mother's Room (upstairs)
- Junior's Sabbath School room
- Fellowship Hall
- Parking Lot
- Kindergarten Sabbath School room
- Primary Sabbath School

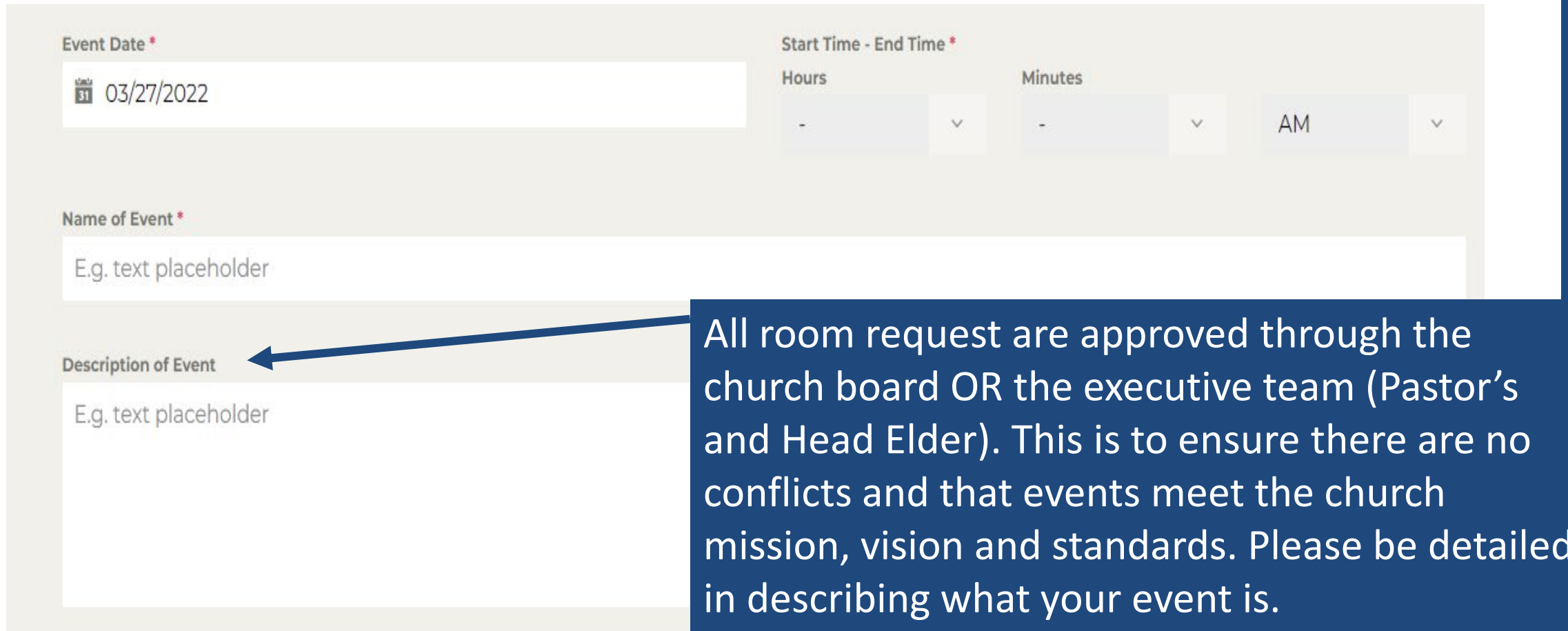
Room(s) Requested

Select all rooms that you will need for your event/activity.



Request A Date

All the fields must be filled in below for your request to be complete.



The image shows a web form for requesting a room. It includes fields for 'Event Date' (set to 03/27/2022), 'Start Time - End Time' (with dropdowns for hours, minutes, and AM/PM), 'Name of Event' (with a placeholder 'E.g. text placeholder'), and 'Description of Event' (with a placeholder 'E.g. text placeholder'). A blue callout box with white text points to the 'Description of Event' field, explaining that all room requests are approved through the church board or executive team to ensure no conflicts and that events align with the church's mission and standards. The callout text reads: 'All room request are approved through the church board OR the executive team (Pastor's and Head Elder). This is to ensure there are no conflicts and that events meet the church mission, vision and standards. Please be detailed in describing what your event is.'

Event Date *

03/27/2022

Start Time - End Time *

Hours Minutes AM

Name of Event *

E.g. text placeholder

Description of Event

E.g. text placeholder

All room request are approved through the church board OR the executive team (Pastor's and Head Elder). This is to ensure there are no conflicts and that events meet the church mission, vision and standards. Please be detailed in describing what your event is.

Request A Date

All the questions must be answered for your request to be complete. If the answer is **yes** to the two questions highlighted, another box will open asking for further information. Please answer those questions as well.

Is there a cost associated with event? *

Yes No

Is this the first Sabbath of the month? *

Yes No

Will you need someone to open the church? *

Yes No

Will you need AV / Media Team support? *

Yes No

Is this a reoccurring event/meeting?

Yes No

Will you need to access to the stove in the kitchen? *

Yes No

Request A Date

Please note that this is just a request. Your request must be confirmed. I will contact you via email to confirm your request. I will also send an email to the A/V team and our head deacon notifying them of your request. You will be cc'd on the notification as well. ***It is up to you to ensure that A/V and the head deacon have details of what you will need from them. You must follow up no later than two weeks prior to your event.***

If you have no additional information, you may submit your request.

These boxes must be checked.

I understand that this is a request and I will await to hear back from someone stating there is not a scheduling conflict to use this facility at the requested time.

I understand that if at all possible we will eat only in the fellowship hall and no other rooms.

Name *

Akua Colley

Email Address *

Acolley96@gmail.com

Additional Needs

NOTE: If you attend another church and want to promote your church's event, do NOT complete this form. Please contact our Church Secretary at (404) 284-6908

Announcement Request



Name and Email address are required for all requests.

Have you reserved the room in the church you will be using? *

Yes No Event Off-Site / Not Applicable

Name *

Akua Colley

Email Address *

Acolley96@gmail.com

Additional Needs

NOTE: If you attend another church and want to promote your church's event, do NOT complete this form. Please contact our Church Secretary at (404) 284-6908

Additional Needs

Click here to promote your event / announcement

AV / Media ONLY Request

Cancel Your Reservation / Event

Enter Announcement for Bulletin (max 100 words) *

E.g. text placeholder

Input announcement information for a CONFIRMED date, click the checkbox for **Click here to promote your event/announcement.**

In the next box enter the announcement that you want published. If it is for an event include:

- Date and Time
- Location
- A brief description of event.
- Contact Name and Email/Phone number.

Announcement Request

When you select [Click here to promote your event/announcement](#), there are several more options that will appear. The boxes highlight each required field per selection.

Is there a Cost associated with this event?

Details:

- Is there a cost associated with event?
- Do you want a graphic designed by Ornan, our graphic designer?
- Do you have existing logos/documents?
- Do you need an online signup form?
- Upload Bulletin Insert

What's the cost? *

E.g. text placeholder

Any Additional Instructions? *

E.g. text placeholder

Do you want a graphic designed by Ornan?

Details:

- Is there a cost associated with event?
- Do you want a graphic designed by Ornan, our graphic designer?
- Do you have existing logos/documents?
- Do you need an online signup form?
- Upload Bulletin Insert

Do you also need Ornan to design printwork like Tickets / Banners? *

Yes No

Any Additional Instructions? *

E.g. text placeholder

Description of what you want the graphic to look like in relation to the event. Be as descriptive as possible.

Announcement Request

When you select [Click here to promote your event/announcement](#), there are several more options that will appear. The boxes highlight each required field per selection.

Do you have existing logos/documents? **Do you have existing logos/documents?**

Do you need an online signup form?

Upload Bulletin Insert

Upload Logos/Documents *

CHOOSE FILE No file chosen

For multiple files zip up files

Any Additional Instructions? *

E.g. text placeholder

Click *Choose File* and follow prompts to select files.

Do you need an online signup form? **Do you need an online signup form?**

Upload Bulletin Insert

If so, what do you need on the form? *

E.g. text placeholder

list all of the fields or data you need

Any Additional Instructions? *

Announcement Request

When you select [Click here to promote your event/announcement](#), there are several more options that will appear. The boxes highlight each required field per selection.

The screenshot shows a form titled "Upload Bulletin Insert" with a checked checkbox. Two fields are highlighted with blue boxes: a file selection field and a text area for additional instructions. A callout box points to the "CHOOSE FILE" button.

Upload Bulletin Insert

Upload Bulletin Insert

Do you have a Bulletin Insert? *

CHOOSE FILE No file chosen

For multiple files zip up files

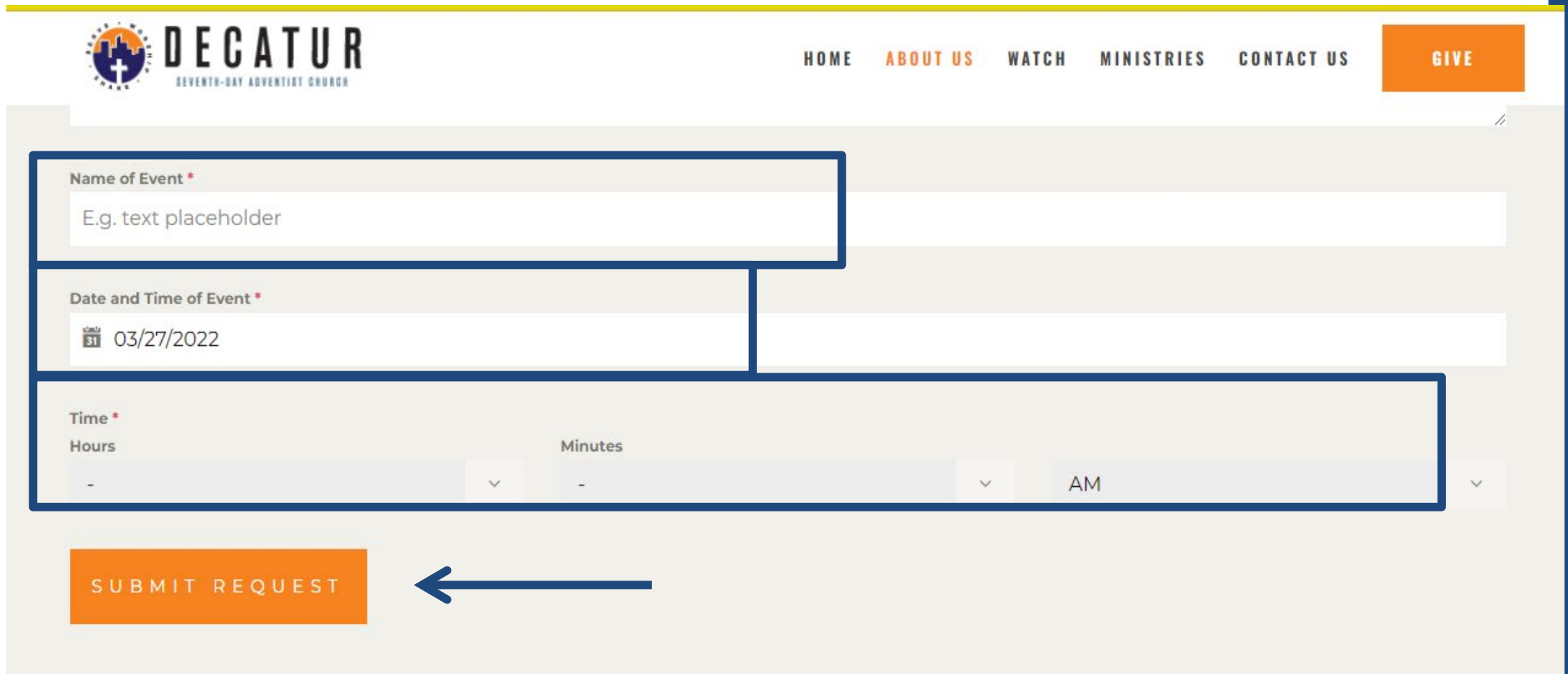
Any Additional Instructions? *

E.g. text placeholder

Click *Choose File* and follow prompts to select files.

Announcement Request

To complete your announcement request, fill in the required fields below and click *Submit Request*.



The screenshot shows the website header for Decatur Seventh-Day Adventist Church. The navigation menu includes links for HOME, ABOUT US, WATCH, MINISTRIES, CONTACT US, and a GIVE button. The main content area contains a form with three required fields: 'Name of Event', 'Date and Time of Event', and 'Time'. The 'Name of Event' field contains the placeholder text 'E.g. text placeholder'. The 'Date and Time of Event' field shows a calendar icon and the date '03/27/2022'. The 'Time' field is a time picker with 'Hours' and 'Minutes' dropdowns, both set to '-', and a period dropdown set to 'AM'. Below the form is a 'SUBMIT REQUEST' button, with a blue arrow pointing to it from the right.

DECATUR
SEVENTH-DAY ADVENTIST CHURCH

HOME ABOUT US WATCH MINISTRIES CONTACT US GIVE

Name of Event *
E.g. text placeholder

Date and Time of Event *
31 03/27/2022

Time *
Hours Minutes AM

SUBMIT REQUEST

A/V Request

The CRF also has an area where you can request A/V support for your *confirmed* event date.



[HOME](#) [ABOUT US](#) [WATCH](#) [MINISTRIES](#) [CONTACT US](#)

[GIVE](#)

Additional Needs

Click here to promote your event / announcement

AV / Media ONLY Request

Cancel Your Reservation / Event

AV & Media Section

Video & Powerpoints need to be reviewed before shown for best possible results. Please adhere to deadline (**1 week before**) to allow for time to do so.

Select all that apply *

Please select an option

I need Microphones

I need a VIDEO shown on screen

I need a POWERPOINT shown on screens

Other

Select the option you need.

A/V Request

If you select other, use this area to let the A/V team know the details of what you need.

(Include which room) Additional instructions to AV / Media *

E.g. text placeholder

Event Off-Site/Not Applicable

If you are having an off-site event and don't need a room at the church, follow instructions for Announcement Request.



[HOME](#)

[ABOUT US](#)

[WATCH](#)

[MINISTRIES](#)

[CONTACT US](#)

[GIVE](#)

New All meeting space rooms in the church will need to be reserved before using and promoting your event. If you haven't already, please submit your room request below before requesting promotion. Thanks!

Have you reserved the room in the church you will be using? *

Yes

No

Event Off-Site / Not Applicable

Things To Remember

- All requests should be submitted **AT LEAST a month** in advance. This gives everyone time to ensure that everything for your event/activities etc. is working properly. This includes any videos or special request for A/V. **Your request will be denied if it is submitted late.**
- It is up to you to ensure that A/V and the head deacon have details of what you will need from them. You must follow up **no later than two weeks prior** to your event. **Your request will be canceled if you have not followed up with ALL ministries that are supporting your event within the two-week timeframe.**
- To create a cohesive look and visual standard, please refrain from doing your own graphics. We have a graphic designer under contract that can create what you need.
- If you are uploading documents/logos, please speak to Communications Director. There are requirements depending on what communications method is being used.
- If you want your ministry information on social media or the website, please notate that in the ***Additional Information*** section.

Things To Remember

The space in the weekly announcement email is limited. Here is the priority for what will go in the announcements:

1. Tithe, Divine Worship, Sabbath School and other regular Church Events/Activities.
2. DSDA Events/Activities that are taking place within the next 2-3 weeks.
3. Church/School/CREST job announcements and member requests for help.
4. Member highlights, milestones, thank you, funeral announcements
5. SAC and other Atlanta SDA Events/Activities taking place within the next 2-3 weeks.

***Note:** This priority list will vary based on the number and type of announcements submitted weekly.

Contact Information

I can be reached at comm@decatursdachurch.org or by phone at 470-345-4619.

I do not conduct communication conversations via text. Please call or email if you want to discuss something or have questions about something.

Please do not use my personal email address. I will not respond to any communications inquiries if sent there.