

**South Leeward Mission  
Communication Department  
Quarterly Report**



(Due on or before Quarter I – April 20, Quarter II – July 20, Quarter III – October 20, Quarter IV – January 20)

CHURCH \_\_\_\_\_

QUARTER ENDING \_\_\_\_\_

COMMUNICATION SECRETARY \_\_\_\_\_

**NEWSPAPERS**

- |                                |                              |
|--------------------------------|------------------------------|
| a. Articles submitted _____    | b. Articles published _____  |
| c. Photographs submitted _____ | d. Photographs printed _____ |
| e. Total column inches _____   | centimetres _____            |

**RADIO**

- |                   |                         |
|-------------------|-------------------------|
| a. News _____     | b. Interviews _____     |
| c. Programs _____ | d. Total air time _____ |

**TELEVISION**

- |                     |                         |
|---------------------|-------------------------|
| a. News _____       | b. Films _____          |
| c. Interviews _____ | d. Total air time _____ |

**COMMUNITY**

- |  |                              |
|--|------------------------------|
| a. Exhibits of fairs _____                                 | b. Five-day plans _____      |
| c. Cooking classes _____                                   | d. Choir presentations _____ |
| e. Participation in civic clubs _____                      |                              |
| f. Participation in parades _____                          |                              |
| g. New churches identified _____                           |                              |
| h. Number of speaking appointments to non SDA groups _____ |                              |

**SUMMARIZE OUTSTANDING EXPERIENCES:**

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**NOTE:** Please print report in triplicate copies at the close of each month. Send one copy to the Communication Department of the Mission, give one copy to your pastor and retain one copy for the permanent file of the communication leader.