

New communications request form

Please fill in your request below and include as much information as possible. This form is relevant for both internal and external communications request.

Rather than focusing on the channel or method that you have in mind it would be more useful to tell us what you want to achieve. We will then advise the best way forward and work together to achieve it. The form will take between 5-10 minutes to complete.

You do not need to use this form if you want to reorder assets (leaflets, etc). To do this email corp.comms@essex-fire.gov.uk (we are working on a self service order page that will be available soon).

* Required

* This form will record your name, please fill your name.

1. Your name *

2. Date of request *

Please input date (dd/MM/yyyy)



3. Which service area does this relate to? *

4. What is the topic or title of your request? *

5. Is this work part of collaborate or partnership working with another organisation? *

Yes

No

6. If yes, which organisation/s are involved?

7. What is your objective / what problem do you want to solve? *

8. Who is your audience?

This can be multiple audiences, including just external or just our own colleagues. *

9. What work/campaign have you done on this topic previously? *

10. What data do you have to inform this piece of work? This could be insights into the community and/or incident data. Please be as detailed as possible. *

11. Any more information you think might be useful for the communication team to know? *

12. Is there a deadline this needs to be completed by? If not, please leave this section blank.

Please input date (dd/MM/yyyy)



13. Why is this the deadline?

14. Does this need to be approved by your line manager? *

Yes

No

15. If yes, who is your line manager and have they approved it?

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