

MINISTRY PUBLICITY REQUEST FORM

MINISTRY NAME: _____

MINISTRY LEADER: _____

EMAIL: _____ PHONE: _____

ELDER: _____

EVENT INFORMATION

EVENT TITLE: _____

EVENT DATE: _____ EVENT TIME: _____

REGISTRATION REQUIRED: YES: _____ NO: _____

EVENT COST: _____ DEADLINE TO REGISTER/SIGN-UP: _____

LOCATION/BUILDING: (PLEASE LIST ALL ROOMS NEEDED IF USING WORSHIP CENTER OR WEST BUILDING) _____

PUBLICATIONS/PROMOTIONS REQUESTED

- | | |
|---------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> ANNOUNCEMENT SLIDE | <input type="checkbox"/> MONTHLY CALENDAR |
| <input type="checkbox"/> BULLETIN | <input type="checkbox"/> WEBSITE |
| <input type="checkbox"/> FACEBOOK EVENT | |

OTHER REQUESTS

**PLEASE SEE REVERSE SIDE FOR DEADLINES
AND TO PROVIDE ADDITIONAL INFORMATION**

FOR OFFICE USE ONLY:

DATE RECEIVED BY BUSINESS MANAGER: _____

INCLUDED ON MASTER OFFICE CALENDAR: _____

APPROVED BY ELDERS: _____

ADDITIONAL INFORMATION

Please provide additional information to assist when preparing the publicity as well as when the office receives requests for additional information.

The office reserves the right to modify information as necessary due to space limitations:

DEADLINES:

- Sunday Bulletin:** Tuesday at 12:00 Noon preceding the Sunday service
- Announcement Slide:** Tuesday at 5:00 pm preceding the Sunday service
- Monthly Calendar:** 15th day of the preceding month

Deadlines as listed above may be changed due to holiday and vacation schedules of office staff.

**PLEASE PROVIDE ANSWERS TO ALL QUESTIONS:
WHO - WHAT - WHERE - WHY - HOW**

By answering these questions in detail you will have given enough information to help publicize your event and make it a success.