



# COMMUNICATIONS REQUEST

## EVENT PROMOTION FORM:



Complete this form and give it to the Communications team 8-10 weeks before an event.  
**Advertising should begin 4-6 weeks before an event.**

**Date Form Submitted:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Rooms Used (or off-site location):** \_\_\_\_\_

Are your rooms reserved yet? A room reservation form must be turned in BEFORE this form is completed.

**Ministry Contact:** \_\_\_\_\_ **Start Promoting:** \_\_\_\_\_

Please provide a 2-5 sentence description of your event for promotional purposes.

**Online Registration:**

Y\_\_\_ N\_\_\_

**Will childcare be offered?**

Y\_\_\_ N\_\_\_

You must contact Children's Ministry to request Childcare.



**Check the ways you wish to advertise your event. We will strategically set-up a promotion plan based upon your requests.**

\_\_\_ Bulletin

\_\_\_ Bulletin Top 5

\_\_\_ Top 5 Email

\_\_\_ Handouts

\_\_\_ Flyers/Posters

\_\_\_ CCC's Website

\_\_\_ Video

\_\_\_ Pulpit Announcement

\_\_\_ Lobby Slides

\_\_\_ CCC's Facebook Page

\_\_\_ Targeted eBlast

\_\_\_ Monthly Calendar/Bathroom Posters

## PROJECT FORM:



Do you have a design project that goes along with your event? Fill out the form below too!  
Need a design project that's not linked to an event? Fill out the for below only.

**Date Form Submitted:** \_\_\_\_\_ **Date Project is Due:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Ministry Contact:** \_\_\_\_\_

**Project Type:**

\_\_\_ Video

\_\_\_ Brochure

\_\_\_ Handout/Postcard

\_\_\_ Poster

\_\_\_ Apparel

\_\_\_ Other: \_\_\_\_\_

**Project Details:**