



Communication Request Form

Please complete this form and return it to the Church Communications Director

*Please note that until your request is **submitted in its entirety** (dates, contact information, written material, etc.) we cannot lock in a deadline. We need to have **all** information before we can guarantee a completion date. **Even if you do your own design, it needs to have Pastoral approval before being used. Finalization of communications will be at the discretion of Pastor and the Communication Team.**

| COMMUNICATION TIMELINE | | |
|-------------------------------|------|---|
| | Date | Required Timeframe |
| Event Date: | | Date of Actual Event |
| Tier Status: | | Tier 1, 2 or 3 per Comm Guidelines |
| Graphics Request Deadline: | | 2 weeks prior to the Run Date (at least) |
| Video/Print Request Deadline: | | 4 Weeks prior to Run Date (at least) |

| EVENT DETAILS | | | |
|--|--|-------------------------|----------------------------------|
| Event Name: | | Event Date(s): | |
| Location of Event: | | Cost: | |
| Ministry: | | Target Audience: | |
| Event Leader: | | Leader Email: | |
| Leader Phone: | | Start Time: | (AM/PM) End Time: (AM/PM) |
| Full Written Description of Event and Design Ideas (if any): *Use Separate Paper If needed | | | |

Communication Types Requested:

| Item | Timeframe | Assigned To | Budget |
|------|-----------|-------------|--------|
| | | | |

General Media

| ITEM | TIMEFRAME | Assigned | BUDGET | |
|--|--|----------|--------|--|
| <input type="checkbox"/> ENEWS Bulletin <input type="checkbox"/> Facebook Announcement <input type="checkbox"/> Facebook Event <input type="checkbox"/> Presentation Slide Template | <ul style="list-style-type: none"> ● At least TWO weeks in advance of Run Date in order to be considered. | N/A | | |
| Video | | | | |
| <input type="checkbox"/> Testimony <input type="checkbox"/> Announcement <input type="checkbox"/> Promo Video (Special Permission Use Only) | <ul style="list-style-type: none"> ● At least FOUR weeks in advance of Run Date in order to be considered. ● <u>Please give your main idea in as much detail as possible on a separate page.</u> | N/A | | |
| In-House Printing | | | | |
| <input type="checkbox"/> Lobby Poster <input type="checkbox"/> Registration Form <input type="checkbox"/> Flyers or 1/2 Pg Flyers <input type="checkbox"/> Postcards/Invitations | <ul style="list-style-type: none"> ● At least FOUR weeks in advance of Run Date in order to be considered. | | | |
| Professional Printing | | | | |
| <input type="checkbox"/> Banners/Signs <input type="checkbox"/> Business Cards <input type="checkbox"/> Postcards <input type="checkbox"/> Other | <ul style="list-style-type: none"> ● At least FOUR-SIX weeks in advance of Run Date in order to be considered. | | | |

What You Can Expect from the Communications Team

- Within 2 Business days of receiving the request, initial follow-up with deadline commitment and request for any further information.
- The Communication Team will use materials that are free from copyright infringement to the best of their ability and will avoid using images/video/fonts/vectors/music that will violate copyrights and or require licensures.
- Publishing of the communication will take place at regular intervals determined by the Communication Team for each media type. The event leaders can and should personally invite people verbally and via social media as much as possible to also promote the event. For Facebook Announcements and Events, it's very important to have your entire team RSVP, Post, Share, Invite, Like and Comment on all materials posted.
- Any printed materials will have a draft/approval process beginning at least one week out from run date.
- You will be notified via email when printed materials are available for pick-up.
- If you need access to any digital files they will be made available via Drop Box and/or Email, or Google Drive.

| OFFICE USE ONLY | | | |
|------------------------|--|----------------|--|
| Date Request Received: | | Date Approved: | |
| Assigned To: | | Date Assigned: | |

Main Stage Announcement Date:

App Notification Date(s):

Dedicated Email Date: