



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	●At least <i>TWO weeks</i> in advance of <i>Run Date</i> 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)	●At least <i>FOUR weeks</i> in advance of <i>Run Date</i> in order to be considered. ●Please give your main idea in as much detail as possible on a separate page.	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	●At least <i>FOUR weeks</i> in advance of <i>Run Date</i> 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	●At least <i>FOUR-SIX weeks</i> in advance of <i>Run Date</i> 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.

SPECIAL PROMO NOTES:

Main Stage Announcement Date:

App Notification Date(s):

Dedicated Email Date:

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