

Publicity Request Form

(use separate form for each print job needed)



Ministry _____ Name _____ Date _____

Phone _____ Email (for additional info & proofs) _____

Copies B/W Color Quantity _____ Date Needed _____

Print Media Creation (complete section below)

Bulletin Blurb (complete section below) Dates to Run _____

Web listing (complete section below) Date You Want it Active _____

Body Life Boards (complete print media section below) Dates _____

Event Information

Event Name _____ Date _____ Time _____

Location _____

Cost Information _____ Deadline for registration/payment _____

Other Information _____

Print Media Information (use separate form for each different job)

Job Description _____

<input type="checkbox"/> B/W	<input type="checkbox"/> 5.5x8.5	Page Orientation	<input type="checkbox"/> Portrait	<input type="checkbox"/> Landscape
<input type="checkbox"/> Full Color	<input type="checkbox"/> 8.5x11		<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Single Sided	<input type="checkbox"/> 8.5x14			
<input type="checkbox"/> Double sided	<input type="checkbox"/> 11x17			
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____			

Quantity Needed _____ Requested Date for Job Completion _____

Please roughly sketch out what you would like in the space provided below and/or on back of page.

Bulletin & Web Information (All requests are subject to approval and editing by the pastoral or office staff. Bulletin announcements will run only the two weeks prior to event. Deadline for bulletin/web is noon on Wednesday.)
