

Marketing & Communication Request: Ministry Event/Program

Deadline for Request is _____
Weeks before your desired promotion begin date - NOT before your event date.

Name: _____

Church Committee/Ministry: _____

Phone: _____ Cell: _____

Email: _____

Additional Contact: _____

Phone: _____ Cell: _____

Email: _____

Name of Program/Event _____

Program/Event Dates _____

Description

Location _____

Is Registration Required? ___ Yes ___ No

Do you need Online Registration via Church website? ___ Yes ___ No

If so, Your Registration Deadline and Register Instructions

Do you need childcare? Ages?

Marketing/Promotional Needs:

Weekly Mini-Connection Yes No

Please provide copy/description:

Facebook Posts Yes No

Please provide copy/description & attach photos if available:

Website Calendar Yes No

Church Bulletin Yes No

Graphic Design Yes No

Design Needs:

Poster

Brochure

Postcard

Flyer

Resources

Send any relevant images or files for this program to preston.goforth@mainstreetgreenwood.org.

Preferred Completion Date _____

Notes/Additional Comments:

RECEIVED BY: _____ DATE _____

Copies: Church Office: _____ Jo Patterson: _____ Preston Goforth: _____