

COMMUNICATIONS REQUEST

UPDATED 12/2019

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: _____

Event Name: _____

Date of Event: _____ Time of Event: _____

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.

___ Bulletin

___ Top 5 Email

___ Lobby Screens

___ Handout

___ Poster

___ CCC's Facebook Page/Event

SPECIAL PROJECT FORM:



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

Project Name: _____

Date Form Submitted: _____

Ministry Contact: _____ Date Project is Due: _____

Project Type:

___ Brochure

___ Handout

___ Postcard

___ Poster

___ Apparel

___ Other:

Project Details: