

Request for In House Support

To effectively assist and plan for your purpose/ministry in house advertising needs, please complete this form as thoroughly as possible. For more information or questions, please contact your Purpose Pastor by phone or email. Every effort will be made to accommodate each approved request received. However, if your request is not received by the deadline as outlined, Support cannot be guaranteed.

PURPOSE / MINISTRY CONTACT INFORMATION

Purpose / Ministry / Organization		Date Submitted	
Contact / Ministry Leader	Phone Number	Alt. Phone Number	
E-Mail Address			
Date Requesting Insertion(s)			

EVENT INFORMATION

Event Name		
Location/Venue	Event Date(s)	Event Time
Event Point of Contact(s)	E-Mail Address(s)	Phone Number(s)
Description of Event (Please write a brief paragraph detailing the "what, where, when, and who to contact")		
Will you be charging for the Event? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please describe:		
On-Line Registration (ACS) <input type="checkbox"/> Yes <input type="checkbox"/> No	Event Registration Web Address / URL (if other than ACS)	

GRAPHIC SUPPORT

2 Week Deadline	
<input type="checkbox"/> I need a logo	<input type="checkbox"/> I need a graphic
<input type="checkbox"/> Use what's on file	<input type="checkbox"/> I have attached a graphic for use approval

BANNER <input type="checkbox"/> Internal <input type="checkbox"/> External Display <input type="checkbox"/> 36 x 96 Vertical <input type="checkbox"/> 96 x 32 Horizontal POSTER SIZE QTY <input type="checkbox"/> 20 x 30" _____ <input type="checkbox"/> 16 x 20" _____ <input type="checkbox"/> 12 x 18" _____ <input type="checkbox"/> 11 x 14" _____	FLYER <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 5.5 x 8.5 (half sheet) POSTCARD <input type="checkbox"/> 4 x 6 OTHER <input type="checkbox"/> Program Book (3 wk leadtime) <input type="checkbox"/> Door Hanger <input type="checkbox"/> _____	QUANTITY <input type="checkbox"/> BANNER _____ <input type="checkbox"/> POSTER _____ <input type="checkbox"/> FLYER/brochure : ____ <input type="checkbox"/> POSTCARD _____
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Printing Support | Communication Support

2 Week Deadline	<input type="checkbox"/> Internal Advertising
3 Week Deadline	<input type="checkbox"/> Event Registration – ACS (min. 3 wks before)

Purpose Pastor/Covering Leader Signature

Date

Request for In-House Support

Please be advised the **new form** is to be used for IN-HOUSE ANNOUNCEMENTS.

Effective immediately, this form will replace the old in-house COMMUNICATION/GRAPHICS/PRINTING REQUEST FORMS.

REQUESTS ARE NOT TO GO DIRECTLY TO SIS. CARMELLE, BRO. DEREK or SIS. MEGHAN- THEY MUST GO TO THE PURPOSE PASTOR or DEPUTY VISIONARY.

The Purpose Pastor submits the requests to appropriate persons after their review and approval.

Request for **Communication** must be submitted a minimum of **ten (10) business days** prior to the Sunday you would like your announcement to begin appearing in the Church communication network.

Internal advertising within the Church is handled through The CELEBRATOR NEWS NETWORK, which consists of:

The Celebrator Cover (Small Group Notes)

*The Celebrator E-Blast

The Celebrator Scrolling Announcements

**Social Media outlets are included*

CHURCH WEBSITE

All date specific events will be added to the Church Calendar on the website. Presence on the Homepage is subject to Leadership discretion, and may not be requested.

If you have any questions, please contact your Ministry Covering.