PROMOTION Request

INFORMATION

Event Title ______________________________________
☐ CALENDAR THIS EVENT

Event Date ___________________
Beginning Time ___________________
Ending Time ___________________
Event Location _________________

Requesting and Responsible Party:

Signature ______________________________________
Name __________________________________________
Primary Phone ___________ Cell _________________
Email ___________________________________________
Name of Ministry __________________________________

*EVENT DETAILS:

PROMOTE

I WOULD LIKE THIS PROMOTED IN UP TO SEVEN OF THE FOLLOWING AREAS: *List any additional details

☐ FRONT OF BULLETIN (Events posted on front of bulletin are within a week or two of the event date)

☐ BACK OF BULLETIN (Events posted on back of bulletin are for "Save the date")

☐ WRAP/INSERT* (Lists your event and one can sign up for it)

☐ OVERHEAD* (Lists event on DCC’s overheads during announcements)

☐ ANNOUNCEMENT* (Verbal announcement made on Sunday)

☐ WEBSITE* (Lists your event on DCC’s Calendar)

☐ FACEBOOK EVENT ON DCC’S PAGE* (Requesting party is responsible for inviting and sharing on FB to make promo effective)

☐ FACEBOOK PHOTO/IMAGE ON DCC’S PAGE* (Requesting party is responsible for sharing on FB to make promo effective)

☐ BROCHURE* (only on DCC’s Main events) - how many? _____

☐ POSTCARDS* (only on DCC’s Main events) - how many? _____

☐ POSTER* (only on DCC’s Main events) - what size?

☐ MARQUIS*

☐ BATHROOMS*

☐ TICKETS* - how many? ____________

☐ SIGN UP SHEET for Foyer*

☐ VIDEO* (only on DCC’s Main events)

Note: Due to printing costs, there are fees for brochures, postcards, posters.

Approved by:

ARTWORK

☐ I request artwork for this event

☐ I trust you to come up with artwork

☐ I have this idea in mind: (in short, write your vision)

☐ I want it to look like this: (Draw out your vision)