

Ministry Request and Promotion Form



MINISTRY INFORMATION

Department Name: _____

Ministry Leader: _____

EVENT INFORMATION

Event Name: _____

Event Coordinator: (if applicable) _____

Date(s): _____

Time: _____ to _____
(start) (end)

Description:

(Please include any pertinent information: target audience, cost, deadline, childcare provided, meeting vs. start time, etc.)

PROMOTION NEEDS

Please check all that apply & provide details:

Promotion date(s): _____

- Bulletin
- Scrolling Announcement
- Sign-up Sheet
- Pulpit Announcement
- Web site banner
- Poster
- Advertisement to public: (please describe - Rio Shopper, Community Information Boards, etc.)

If you have a particular theme or any specific images to be used, please indicate your preferences on the back of the form.

All requests are subject to approval by the church office, thank you.