



## GRAPHIC DESIGN + MEDIA REQUEST FORM

Complete this form and submit it to the Pastor of Ministries

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event or Activity: \_\_\_\_\_

Requested Date of Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do all items need to be printed at the same time? If not, please provide additional completion dates:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

What do you need designed or coordinated? Circle One

- |               |                     |                |               |                    |        |
|---------------|---------------------|----------------|---------------|--------------------|--------|
| Flyer         | Indoor Banner       | Outdoor Banner | Pop-Up Banner | Program            | Poster |
| Business card | Screen announcement | Logo           | T-Shirt       | Video Presentation |        |

Other: \_\_\_\_\_

Description: \_\_\_\_\_

Verbiage/ Wording: \_\_\_\_\_

**OUR POLICY:** Design requests for screen announcements must be submitted no later than Tuesday 5pm. Design requests for the monthly bulletin must be submitted no later than the Tuesday before the 1st Sunday of month. All other request forms must be completed and submitted to the Pastor of Ministries at least 30 days prior to your desired date of completion. We appreciate you entrusting us with your graphic design and media needs!

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other comments: