

EVENT PUBLICITY REQUEST FORM

Date

Requests for publicity for CBC events should be made as soon as event details are finalized. Please allow up to two weeks for the creation of original design and website announcements, and know that most successful events require at least 4-6 weeks of marketing and communication, once planning is finalized.

Routine submissions for the bulletin are due by 10:30 AM on Thursday of each week. We will attempt to accommodate time-sensitive announcements, but space will be allocated on a first come basis and size of group to be involved (i.e. If space is an issue, an event involving the entire membership would have priority over an event for small group.)

Name*

First

Last

Phone*

Email*

Event Sponsor(s) *- *Include Staff Member(s), Department, Class, Ministry (involved)*

BASICS

Event or Project Name*

Date*

End Date*

StartTime*

End Time*

Location*

Anticipated Attendance*

Detailed Description of Event or Project* *(ready for print)*

Registration Fee

Contact Person for Event* *(for questions, additional information, or special assistance requests)*

* Required information

Online Registration, RSVPs, or Tickets Required (Provide all instructions needed to make a reservation.)

Speaker and Bio (if appropriate)

Provide Link to Website if available (speaker):

http://

PUBLICITY

Groups to Reach:

<input type="checkbox"/> Church Wide	<input type="checkbox"/> Women
<input type="checkbox"/> All Adults	<input type="checkbox"/> College and Career
<input type="checkbox"/> Senior Adults	<input type="checkbox"/> Students
<input type="checkbox"/> Median Adults	<input type="checkbox"/> Children
<input type="checkbox"/> Young Married	<input type="checkbox"/> City Wide
<input type="checkbox"/> Engaged	<input type="checkbox"/> Community
<input type="checkbox"/> Single	<input type="checkbox"/> Parents
<input type="checkbox"/> Men	<input type="checkbox"/> Other: _____

Publicity Requested:

<input type="checkbox"/> Church Bulletin
<input type="checkbox"/> Sunday Announcement Sheet
<input type="checkbox"/> Sanctuary Slide
<input type="checkbox"/> Website - Event/Calendar
<input type="checkbox"/> Website - Slider
<input type="checkbox"/> 11 x 17 Poster (# needed _____)
<input type="checkbox"/> Event Flyer (8.5 x11) (# needed _____)
<input type="checkbox"/> Event Ticket
<input type="checkbox"/> Other: _____

Design Direction (If you have a specific look or design request, please let us know with as much detail as possible.)
Please email any graphics to frontdesk@crossroadsmemphis.com.

Approved: _____ **Date:** _____