****EVENT PROMOTION REQUEST FORM  
Please see the event promotion guidelines for further detail and deadlines.

Ministry Head & Contact for Event:

Event Emphasis Level: *(Select one; will dictate platforms for promotion)*

* Level 1: High – Reach 80%+ of the congregation
* Level 2: Medium – Large group but not 80%
* Level 3: Low – Niche groups or new or small volume events

Name of Event:

Date, time, location:

Do you need registration? Cost?

Description of event:

Timelines:

* Preferred kickoff of promotion:
* Deadline for registration:

Assets Needed:

* Website Event: YES or NO
* Poster (for Level 2 Promotion: must have 6+ weeks advanced notice): YES or NO
* Bulletin Announcements: YES or NO
  + Preferred Dates to Run:
* Platform Announcements (Level 1: Up to 2 weeks; Level 2: 1 week): YES or NO
  + Preferred Date(s) of Announcement:
* Third Press Announcement: YES or NO
  + Month:
* Other:

Other Promotion or Event Details: *visual inspiration or ideas, additional content, etc.*