

GRACE PRESBYTERIAN CHURCH COMMUNICATIONS REQUEST FORM

(please review both sides before submitting)

Committee/Staff Contact Name	Other Contact Name	Today's Date
Contact Email	Phone	Ministry/Group

The Church Office will be in contact with the Committee/Staff contact about all requests.

EVENT/PROGRAM COMMUNICATIONS REQUEST DETAILS

Name of Event/Program you are promoting	Event Details: Who is it for? What is the purpose? Why should they come? How should they respond/register? Event cost?	
Date of Event/program (including day of week)		
Start Time		End Time (optional)
Location (Room Number, off-site, etc.)		
Is this a regularly occurring event? If so, when? (ie. every 3rd Sunday)		

PRINT & DIGITAL SERVICES

Promotional Materials:

- ☐ Bulletin Announcement (by 9am Wednesday morning)
- ☐ Bulletin Insert (14 days prior to promo start date)
- ☐ Verbal Announcement during Sunday Services (by 9am Wednesday)
- ☐ On Screen/Proclaim during Church (by 9am Wednesday morning)
- ☐ Monthly Newsletter (1 week prior to the last day of the month)
- ☐ Facebook Event/Post/Ad (14 days prior to promo start date)
- ☐ Website graphic or promotion (14 days prior to promo start date)

Promo Start Date

Promo End Date

EVENT ANNOUNCEMENT

2 sentence written advertisement for event (exact words for publication).
You may also email this with artwork, graphics, etc.

PLEASE REVIEW THE OTHER SIDE BEFORE SUBMITTING

THE REVIEW PROCESS & DEADLINES

The Church Office will review and respond via phone or email within 2 Business Days with a confirmation of receipt, projected timeline for completion, or to request a meeting with you (by phone or in person) to clarify your communications needs.

Deadlines for submission of information:

Please provide at least 14 day's lead time for completion of artwork, inserts, Facebook Ads/Events, and Website graphic or promotions. We desire to serve each ministry in a prompt manner with creativity and excellence in all outlets of marketing or promotion.

Submissions for the Newsletter are due 1 week prior to the last day of the month for the next months publication (i.e., submissions for the October Newsletter would be due September 23).

Sunday Bulletin Announcements, Verbal Announcements, and Screen/Proclaim announcements are due by Wednesday morning at 9am to have the announcement published or read for the following Sunday.

CHECKLIST (COMPLETE PRIOR TO SUBMITTING)

- ☐ I have filled out this form completely with the basic information the Church Office requires to complete this request.
- ☐ The location of the event/class/group has been confirmed with the Church Office and a facility request form, along with a room setup form, has been submitted.
- ☐ I understand that if the deadlines listed above are not met, my request may not be approved.
- ☐ My request aligns with the policies and procedures listed on this form.

Signature of person submitting form

Church Office Contacts:

Scott DeLeeuw, communications@gpcvista.org

Christie Elliott, graceadmin@gpcvista.org

CHURCH OFFICE ONLY

Reviewed Date

Projected Completion Date

Actual Completion Date

11/19/2019 CE

Meetings (dates and people) and Other Notes: