

THE NEIGHBORHOOD CHURCH MEDIA/PUBLICATION REQUEST FORM

To ensure completion, this form must be submitted by person in charge two weeks prior to date publications are needed. (This date should be one month prior to actual event)

1. **Contact Person:** _____ **Phone #** _____

2. **Event Description:** Name of event: _____
 Church School Private

3. **Event Date:** _____/_____/_____

4. **Event Start Time:** _____:_____am/pm approx. time event ends _____:_____am/pm

5. **Location:** _____

6. **Child Care Provided?** No _____ Yes _____

* You must contact the Childcare Director to arrange for child care.

7. **Cost Details:** _____

8. **Transportation Details:** _____

9. **Will you need a Foyer Sign-up Sheet:** No _____ Yes _____

IF Yes: Dates For Sign up _____/_____/_____ to _____/_____/_____

Information Needed on Sign-up _____

10. **Special Requirements:** (permission slips, special clothing etc.) _____

11. Publications Needed:

Bulletin Announcement - Dates to be included _____/_____/_____ to _____/_____/_____

Flyer, Brochure/Mailing

Flyer - Size/Sizes needed: 5-1/2" x 4-1/4" (1/2 sheet) 8-1/2" x 11" 8-1/2" x 14"
 11" x 14" (poster) Other _____

Quantities Needed _____

Date Need By _____/_____/_____

Brochure - Size needed: 5-1/2" x 4-1/4" (1/2 sheet) 8-1/2" x 11" Other _____

Fold Type: Tri-fold Bi-fold Other _____

Quantity Needed _____

Date Need By _____/_____/_____

Mailing - Post Card _____ Letter _____

Sent to: All Church _____ Ministry/Ministries _____

Date Need By _____/_____/_____

PowerPoint Announcement - Dates to be included _____/_____/_____ to _____/_____/_____

Do you have graphics or ideas for these publications? (Pictures, clipart, etc)

No _____ Yes _____ if yes please email to michellej@bnc.org.