

PROJECT/EVENT NAME		TODAY'S DATE
PROJECT/EVENT DATE (S)		
SPONSORING MINISTRY		
EVENT STAFF SPONSOR (CONTACT)	EVENT LAY SPONSOR (CONTACT)	
STAFF PHONE	LAY PHONE	
STAFF E-MAIL	LAY E-MAIL	
ON CAMPUS LOCATION/ROOM NUMBER(S)		
PROJECT/EVENT PURPOSE STATEMENT		
PROJECT/EVENT DETAILS		
COST TO ATTENDEE		
REGISTRATION DETAILS		
CHILDCARE ARRANGEMENTS		
DATE NEEDED BY		
FOR PRINT ONLY		REQUESTED ADVERTISING MEDIUM
NUMBER NEEDED	<input type="checkbox"/> WORSHIP GUIDE	<input type="checkbox"/> MONTHLY NEWSLETTER
PAPER TYPE	<input type="checkbox"/> WEBSITE	<input type="checkbox"/> PRE-SERVICE SLIDES
	<input type="checkbox"/> VIDEO ANNOUNCEMENTS	<input type="checkbox"/> OTHER _____
BELOW FOR USE BY COMMUNICATIONS STAFF ONLY		
PROJECT NUMBER	I have proofed this work for spelling and grammatical accuracy, as well as overall design of work and approve this work for printing, producing or rendering.	
PROMISE DATE		
ESTIMATED COST	X	
FUNDING LINE ITEM	SIGNATURE	