

Deadline for all materials to be submitted (artwork, text, photos, and meet with Communication Team) is 4 weeks before materials are needed and promotion begins. All printing is done internally unless otherwise discussed and approved through budgetary request (Banners, Special Posters, Flags...etc.) Promotion for our Top Layer Events should run at least 4 weeks before the event itself.

Your Name: _____ Date Requested: _____

Area of Ministry: ___ Worship ___ Discipleship ___ Fellowship ___ Outreach

Has this event been discussed in the Area Of Ministry meeting or virtual meeting via email? Y / N

Your Email: _____ Phone #: _____

Event / Program / Meeting Details:

Title of Event (as it will appear in print): _____

Subtitle tag line (Optional): _____

Time and Date Of Event: _____

Contact Name/ Email/ Phone: _____

Description of Event and why people should be interested: _____

Target Demographic: _____ Age Specific? _____

Registration or RSVP: _____ Registration Deadline: _____

Will childcare be provided: _____ Ages? _____

PLEASE NOTE: Production on this project cannot begin until you meet with Communications Team, all expenses have been approved, and send in any applicable artwork, text, photos.

This form may be turned in by hardcopy or email with all of the information listed to Teri Hiers (teri@oursaviours.com). This form is not a substitute for facility or childcare request. All facility request must be made through the office (office@oursaviours.com /843-768-2046).