

Graphic Design Request Form

Please submit this form at least 60 days prior to the activity/event for approval.

Ministry Director or Event Coordinator's Name: _____

Name of Ministry: _____ Date of Request: __/__/__

Your Contact #: _____ Email Address: _____

What type of design do you need for your event? Please check all that apply:

<input type="checkbox"/>	Flyer (8.5 x 11)
<input type="checkbox"/>	Poster (11 x 17)
<input type="checkbox"/>	Event Tickets
<input type="checkbox"/>	Postcard (5 x 4)
<input type="checkbox"/>	Invitation

Type of Event? Please check all that apply:

<input type="checkbox"/>	Conference
<input type="checkbox"/>	Team Meeting
<input type="checkbox"/>	Fundraiser
<input type="checkbox"/>	Concert
<input type="checkbox"/>	Other:

Date & Time of Activity/Event:

Target Audience:

Purpose & Description of Activity/Event (include place, time, etc.): _____

Is there an admission fee for the event or registration required? _____

Will there be a guest speaker at the event? _____

Are you planning to provide food at the event? _____

Are there any sponsors? _____

Please include a brief description of the event and any other details you'd like to be included below:

Please read important information below, regarding the use of this form and services requested.

- Pastor Harris **MUST** approve and sign off on all graphic design requests first before a project can begin.
- Upon approval, Sis. Ashley will be in contact with you between 24-48 hours to discuss your request.
- Please allow up to 5-7 days to receive the initial proof for new requests.
- Final marketing collateral will be used for publicity purposes on all ETAC social media outlets including, Facebook and Instagram.

For Office Use Only. Please do not write in this area.

Pastor's Signature _____ Approved Denied Date: __/__/__