

MINISTRY REQUEST FORM

One form for every design request. Submit it by the lead time for your level.



REQUEST NAME (EVENT + ITEM)

MINISTRY

POINT PERSON

PHONE OR EMAIL

DATE SUBMITTED

NEEDED IN HAND BY

THE EVENT

EVENT NAME

DATE AND TIME

LOCATION

COST AND REGISTRATION LINK

KIDS OR CHILDCARE INFO

THE WHY

WHO IS IT FOR? MEMBERS, GUESTS, A MINISTRY, THE COMMUNITY?

WHAT SHOULD THEY DO AFTER SEEING IT?

WHY DOES THIS MATTER? HOW SHOULD IT FEEL?

REQUIRED WORDING, LOGOS OR PHOTOS (ATTACH THEM)

EXAMPLES WE LIKE (LINKS OR SCREENSHOTS)

WHAT WE NEED

- | | | | |
|--|---|---|---------------------------------------|
| ☐ Social post | ☐ Story graphic | ☐ Slide | ☐ Invite card |
| ☐ Poster or flyer | ☐ Banner or sign | ☐ Website banner | ☐ Email header |
| ☐ Video | ☐ Booklet | ☐ Shirt | ☐ Other |

SUPPORT LEVEL

- | | | | |
|----------------------------------|--------------------------------------|-----------------------------------|--------------------------------|
| ☐ Big day | ☐ Church-wide | ☐ Ministry | ☐ Small |
|----------------------------------|--------------------------------------|-----------------------------------|--------------------------------|

APPROVED BY

DATE

NOTES