

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

# Ministry Promotion Form

(Due 7 Days Prior to Promotion)

Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Daytime Number: \_\_\_\_\_ Evening Number \_\_\_\_\_

Ministry: \_\_\_\_\_

Subject/Event: \_\_\_\_\_

### Area of Promotion:

- Bulletin
- Information Center
- Online Update
- Pre-service Slide
- Website

### Publication/Item Needed:

- Information Sheet
- Registration Table (based on availability)
- Sign-up/Registration Form
- Stand up Sign (in acrylic holder)

Announcements should read as follows: (please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Additional Promotion Information:

Contact Person: \_\_\_\_\_

Daytime Number: \_\_\_\_\_ Evening Number \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Location: \_\_\_\_\_

Deadline for Registration: \_\_\_\_\_ Cost: \_\_\_\_\_

### Additional Details for Information Center

How long promotion/display is needed: \_\_\_\_\_

Will you have your own person at the information center? Yes or No

**\*\*\*You will be notified within the week the status of your request\*\*\***