



**okolona** CHRISTIAN CHURCH

# Ministry Promotion Form

(Due 7 Days Prior to Promotion)

(for office use only)

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

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

Publications

Pre-service Slide

Information Center

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

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  No

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