



Marketing & Communication Request: Ministry Event/Program

Deadline for Request is _____

Weeks before your desired promotion begin date - NOT before your event date.

Name: _____

Church Committee/Ministry: _____

Phone: _____ Cell: _____

Email: _____

Additional Contact: _____

Phone: _____ Cell: _____

Email: _____

Name of Program/Event _____

Program/Event Dates _____

Description

Location _____

Is Registration Required? ____ Yes ____ No

Do you need Online Registration via Church website? ____ Yes ____ No

If so, Your Registration Deadline and Register Instructions

Do you need childcare? Ages?

Marketing/Promotional Needs:

Weekly Mini-Connection Yes No Monthly Connection _____

Please provide copy/description:

Facebook Posts es No Y

Please provide copy/description & attach photos if available:

Website Calendar Yes No

Church Bulletin Yes No

Graphic Design Yes No

Design Needs:

Poster
ostcard P

Brochure
Flyer :
Where o ?p o_s_t _____

Resources

Send any relevant images or files for this program to p o r e . s g t o f o r t h @ m a i n s t r e e t g r e e n w

Preferred Completion Date: _____

Notes/Additional Comments:

RECEIVED BY: _____ DATE _____

Copies: Church Office: _____ Jo Patterson: _____ Preston
mainstreet.org/greenwood 864-229-7551 Return r e p u b l i s h a @ m a i n s t r e e t g r e e n