



PROMOTION REQUEST FORM

Submission deadlines*:

- **Tuesday, 8:00am** - considered for Sunday bulletin, TWAMV email, pre-service scrolling slide, ministry table
 - **2-weeks prior** to promotion beginning - also considered for bulletin flyer, social media
 - **5-weeks prior** to promotion beginning - also considered for video announcement, poster
- (*Promotion schedule and methods are at the discretion of the Promotions Committee)

Promotion requests for events will be considered if the following have been completed:

- Event has been approved by ministry Pastor/Director (and Executive Pastor if applicable)
Date approved: _____ Pastor/Director approval: _____
- Facility request forms have been completed and approved
Date approved: _____

Event Name: _____ Ministry: _____

Event Date & Time: _____ Contact: _____

Contact info (email/phone): _____

Event information** (who, what, why, registration cost, deadlines, etc.)

(**Information may be edited as needed at the discretion of the Promotions Committee)

Office Notes (to be completed by Promotions Committee)

Date Received: _____

Bulletin Dates: _____

TWAMV Dates: _____

Scrolling Slide Dates: _____

Ministry Table Dates: _____

Bulletin Flyer Dates: _____

Video Announcement Dates: _____

Hallway Poster Dates: _____

Bathroom Poster Dates: _____

MVCNlife App Dates: _____

Social Media Dates: _____

Reader Board Dates: _____

Website Dates: _____

Other _____