

Marketing Materials Request Form



District Elder Maurice Southern, Pastor
Suffragan Bishop Cornelius Southern, Founder

- Marketing materials include Programs, Fliers, Tickets, Invitations, etc.
- Use this form if you will be using ANY type of marketing material for your service or event.
- All requests for marketing materials must be submitted one month prior to the time that you will need it to allow for design, review, and printing.

Name of Service or Event: _____

Date(s) of Service/Event: _____ Department/Auxiliary: _____

Time of Service/Event: _____ Cost to attend Service/Event: _____

Theme of Service/Event: _____

Scripture: _____

- Have you already created your marketing materials? Yes No (If yes, please attach a copy)
- If you have already created your marketing materials, has the COO approved your materials by signing below? (All material must be approved before being printed and distributed). Yes No N/A
- If you need a program, have you completed and attached a program template? Yes No N/A

If you HAVE NOT created your marketing material, please continue to fill out this form below.

I need a (Check all that apply):	The size I need is: (8 1/2 x 11, 5x7, 3 1/2 x 5)	The quantity I need is:
<input type="checkbox"/> Program (complete the attached program template)		
<input type="checkbox"/> Flier		
<input type="checkbox"/> Invitation		
<input type="checkbox"/> Save the date card		
<input type="checkbox"/> Ticket		
<input type="checkbox"/> Other (specify)		

Use the back of this sheet to provide additional information about your service/event.
Remember to attach a program template.

Official Use Only

Approval has been given to move forward with the creation of marketing material.

By: _____ Date: _____