

LFCC MARKETING REQUEST FORM

Please read the following before proceeding:

- Requests should be submitted no less than 30 business days before the anticipated deadline.
- Edits should be requested within two (2) weeks of receipt of the draft AND before final approval is granted.
- Separate requests forms should be submitted for each event.
- Please ensure that all copy (text) is correct prior to submission.

Contact Name

Other Contact Name

Today's Date

Email

Phone

Ministry/Group

EVENT/PROGRAM DETAILS

Event/Program Name

Event/Program Date (including day of the week)

Start time

End time (optional)

Location (Room name, off-site, etc)

Recurring event? If so, how often?

PRINT & DIGITAL SERVICES

Promotional Materials

Print

- Flyer
- Poster
- Form
- Envelope
- Banner
- Program

Digital

- Social Media
- Video
- Website
- New page for event
- Update existing content
 - Content attached
 - Content emailed

Other: _____

Registrations (Web)

- Online registration (free)
- Online registration (paid)

Promotion Scheduling

Pending availability

- Weekly announcements
- Weekly emails
- Website
- Social Media

Promotion start/end dates

Print quantities

Budget

OTHER DETAILS

Theme/Vibe

Purpose/Goal(s)

Contact information to be listed

Other timeline details

Featured Artist/Speaker/Guest:

Anything else we need to know?

Thank you for completing this form. A member of LFCC Creative will follow up with you within 2-3 business days. In the meantime, please email all photos or other related files to communications@thelfcc.org using the subject "Marketing Request Files: Project Name & Deadline" We'll talk with you soon!

- LFCC Creative