

# GRAPHICS REQUEST FORM

Please complete information below, gather files, and submit this form to [suzanne.hemmerle@clcbc.com](mailto:suzanne.hemmerle@clcbc.com) 2 weeks prior to the delivery of your first proof.

\*\* Please note: **in-house** print ready (proofed, and final approval) material will require a due date of 2 weeks prior to the date you want to use the material.

In-house projects are restricted to 300 pieces.

\*\*\* Please note: projects requiring our **outside printer** will need to be print ready (proofed, and final approval) 4 weeks prior to the date you want to use the material.

Today's Date:

Name of Event:

Contact Person:

Date (including day of week):

Contact Phone:

Time (start and finish):

Contact Email:

Location:

## GRAPHICS REQUEST FORM

Write up a short advertisement for your event: Who is it for? What is the event/purpose? When/Where is it? Why should they come? How should they respond/register?

## PROMOTION MATERIALS

### Type of Promotions

- Flyer/Insert (8.5x5.5)
- Flyer/Poster (11x8.5)
- Poster (36x24)
- Post Card
- Brochure

- Announcement Slide Graphic
- Other print formats

### Web & Internet Promotions

- Facebook
- Website

### Registration

- Online Registration w/o payment
- Online Registration with payment

### Length/Time frame of Marketing

From (date) \_\_\_\_\_  
To (date) \_\_\_\_\_

Please check here if this is a strict deadline\*

Please check ONLY if there is a strict deadline because a pastor has made a request. Otherwise jobs are processed on a FIRST COME/FIRST SERVED basis. Average turn around times varies, please allow a minimum of 1 week.

## APPROVAL

The Graphic Design person will verify submission and be in contact shortly after signing.

Ministry Lead: \_\_\_\_\_ Date: \_\_\_\_\_

Graphics Dept: \_\_\_\_\_ Date: \_\_\_\_\_