

Flossmoor Community Church

Communications Request Form

Please complete this form and return it to the Director of Communications & Community Engagement at bking@fccfaithful.org.

We strive to reflect the heart of your event while maintaining the best practices to ensure effectiveness, clarity, and consistency. Any communication decisions are made based on the church's mission and core values and the purpose, target audience, timeframe and detail of the requested event.

Finalization of communications will be at the discretion of Pastor and the Director of Communications & Community Engagement.

COMMUNICATION TIMELINE		
	Date	Required Timeframe
Event Date:		Date of Actual Event
Initial Run Date:		Usually 3-4 weeks prior to Event Date
Graphics Request Deadline:		2 weeks prior to the Run Date (at least)
Video/Print Request Deadline:		4 Weeks prior to Run Date (at least)

EVENT DETAILS					
Event Name:		Event Date(s):			
Location of Event:		Cost:			
Ministry:		Board or Committee:			
Event Leader:		Leader Email:			
Target Audience:		Start Time:	(AM/PM)	End Time:	(AM/PM)
Full Written Description of Event and Design Ideas (if any):					
*Use Separate Paper If needed					

Communication Types Requested:

Item	Timeframe	Budget Allotted	Budget Account	
Graphics Request				
<input type="checkbox"/> logo design <input type="checkbox"/> Variations on purchased branded graphics bundle	2 weeks prior to run date			
General Media				
<input type="checkbox"/> e-blast <input type="checkbox"/> Narthex <input type="checkbox"/> Worship slides <input type="checkbox"/> Social Media Announcement <input type="checkbox"/> Facebook Event <input type="checkbox"/> Paid Facebook Ad <input type="checkbox"/> Paid Print Ad	Eblast: Monday morning deadline for Wednesday appearance Narthex: the 15 th of the month prior to issue Paid Ads: varies, 4-8 weeks prior		*required for paid social media or paid print ads	
Video				
<input type="checkbox"/> Video announcement or photo/music video for worship <input type="checkbox"/> Promotional Video (Pastoral Use Only)	Allow at least three weeks for video production			
In-House Printing				
<input type="checkbox"/> Posters for high visibility in-house <input type="checkbox"/> Flyers <input type="checkbox"/> Postcards/Invitations <input type="checkbox"/> Registration Forms <input type="checkbox"/> Brochure/pamphlet <input type="checkbox"/> Seasonal Calendar or Highlights <input type="checkbox"/> Church-wide mailer (requires pastor's approval)	Allow two weeks for most in-house print requests Brochures, seasonal communications, and mass mailings require up to 4 weeks notice from concept design to print			
Professional Printing				
<input type="checkbox"/> Banners/Signs <input type="checkbox"/> Business Cards <input type="checkbox"/> T-shirts <input type="checkbox"/> Promotional marketing materials	Allow at least 4 weeks			
Additional Notes *Use Separate Paper If needed				