

PROMOTION REQUEST FORM

Today's Date:

BEFORE YOU START...

- We want you to get the best possible support for your promotion!
- **Please read the section** called "Before You Submit This Form" for important deadline information.
- **Want a Spotlight?** It includes five things: (1) an in-service announcement, (2) a picture in the bulletin, (3) front page of The Latest, (4) a picture on the website homepage, and (5) a kiosk, all in one package.

TITLE (one form per event):

Format Requested (check as many as apply):

- The Latest Website **Spotlight** In-Service Annc't **ONLY** Bulletin Insert Extra Table(s) Promo card
 Newspaper Ad Brochure Banner Kiosk **ONLY** Other: Video (fill out reverse side)

Your Name:

Your E-mail or Phone:

Ministry Area:

Type of Event: One-time event Ongoing event Class/Seminar Serving Opportunity

Details:

Event date(s):

Time(s):

Promotion start & end dates: to

Which date(s) would you like a Spotlight?:

Location / Room of your event:

How to register or sign up:

Registration Deadline:

Would you like web registration? Yes No

If web registration, what email should registrations be sent to?

Is there a cost per person (or family, etc.)? Yes No If yes, how much? \$ \$ per

Childcare details:

Event Contact Person's Name:

Event Contact Person's Phone: and email:

Your Verbiage:

Do you have specific graphics? Nope Yes, I'll give them to you

Here's a space to tell us all about your event/class/ministry. Please include who your primary target audience is, what you want us to say, and how you want it to sound (fun, formal, etc.). Or, if you'd like, write out your own verbiage.

Communications Department Use:

BEFORE YOU SUBMIT THIS FORM:

1. Fill out a **Room Request Form** (www.oakpointe.org/forms). Email the form to Christine Brock (christine@oakpointe.org).
2. **Return this form to Lindsey Tyrpak** (Lindsey.Tyrpak@oakpointe.org).
3. Latest requests are due **by noon on Monday**. Spotlight requests are due **two months** in advance **WITH** a bulletin insert, or **one month** in advance **WITHOUT** a bulletin insert.
4. All other special project requests are due **three months** in advance.

Communications Dept.
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248.912.0043
lindsey@oakpointe.org

Please submit this form to Lindsey Tyrpak. Thank you! Submit This Form