

JAKE'S HOUSE

COMMUNICATION REQUEST FORM

Please see website for more forms

Please print

Today's date: _____ Ministry: _____

Submitted by: _____ Phone: _____

Event name: _____

Date of event: _____ Time of event: _____

Dates to run (verbal, video update or bulletin) _____

Maximum run time: 3 consecutive weeks

Do you have Graphics | pictures | logo Yes No

If yes, please submit legible graphics | pictures | logo to: web@jakeshousechurch.com

Select appropriate box:

Bulletin **Deadline: 2-4 weeks prior to date of event**

Details: _____

Design | Print **Deadline: 4-6 weeks prior to date of event**

Touch card | Handout Size: 2 to a page 4 to a page

Layout: Landscape Portrait

Poster Size: 8.5x11 14x17 Date(s) for Touch card Distribution: _____

Layout: Landscape Portrait

Details: _____

Video Update **Deadline: 4-6 weeks prior to date of event**

Details: _____

Verbal **Deadline: 4-6 weeks prior to date of event**

Details: _____

Website Updates **Deadline: 3 weeks** Change current content Add new content

Which webpage would you like the content changes to be made? _____

Verbiage: _____

Social Media

Approved by: _____ Date: _____

Copy sent to:

Graphics Department Pastor Terry Bonner Pastor | Ministry Head Media