

EVENT REQUEST

YOUR CONTACT INFORMATION

NAME _____

EMAIL _____

PHONE _____

What ministry are you representing? _____

EVENT DETAILS

EVENT TITLE _____

DATE _____

(Consider including a back up date, in case another event is booked for the same day.)

TIME (If applicable, include beginning *and* end time _____
and set up/take down.)

HOW DO I REGISTER? (online, in church foyer etc.) _____

Registration start date: _____ Registration end date: _____

TARGET AUDIENCE: Who is this event geared toward? (Check all that apply.)

- | | |
|---|------------------------------------|
| <input type="radio"/> General Public (including outside of Tyler) | <input type="radio"/> Men Only |
| <input type="radio"/> Entire Church | <input type="radio"/> Women Only |
| <input type="radio"/> Parents of Kids | <input type="radio"/> Prime Timers |
| <input type="radio"/> Youth Group and Parents | <input type="radio"/> Visitors |
| <input type="radio"/> College/Young Adults | <input type="radio"/> Other _____ |

BUILDING RESERVATIONS

Please select which facility best fits your event needs: (check all that apply.) Please note that the Shiloh Student Ministry uses the FAC Sundays and Wednesday evenings (5:00 p.m. and later on Wednesdays).

- | | |
|--|--|
| <input type="radio"/> Family Activity Center - (FAC) | <input type="radio"/> Room 101/102 (Fellowship Hall) |
| <input type="radio"/> The Gathering | <input type="radio"/> Preschool Wing |
| <input type="radio"/> Auditorium | <input type="radio"/> Other _____ |
| <input type="radio"/> Offsite (please leave address) _____ | |

OTHER NEEDS

- | | |
|---|---|
| <input type="radio"/> Audio/Visual (mark all that apply):
___ AV Booth ___ Microphones
___ 101/102 media tower ___ TV Cart
___ DVD player ___ HDMI hookup
___ iPad/laptop adapters | <input type="radio"/> Childcare: Number of kids _____ (Please remember to include childcare room reservation under "Building Reservations.")

<input type="radio"/> Communications (if needed, complete back of form)
<input type="radio"/> Transportation
<input type="radio"/> Other: _____ |
|---|---|

COMMUNICATIONS

(Complete only if using staff to communicate and promote event)

This form is to be used by a ministry requesting advertisement for a specific upcoming event. All requests should be submitted at least **6 weeks** prior to the event. As you begin, please consider the following question: Is my request allowing adequate time for completion?

What platforms would you like this event to be advertised through? (Check all that apply.)

- Announcement Slide - To be shown during worship
- Website - Listed as Upcoming Event with details provided
- Cards - Design only; Ministry responsible for printing
- Poster - 8.5 x 11 to be posted on entryway bulletin board
- CCB Email - To be sent out to a group or entire church
- Foyer Table - To use for sign ups, displays etc.
- Twitter Post - Seen online by a public audience
- Instagram Post(s) - Seen online by a public audience
- Facebook Post(s) - Seen online by a public audience
- Bulletin - Shared in the church bulletin the week before and the week of the event
- Video - To be posted online and/or in church

Determine a timeline:

When does advertising start? _____

When does advertising end? _____

FACEBOOK POST/BULLETIN INFORMATION (If applicable)

Write out a post exactly as you would want it shown on our Shiloh Road Facebook page or bulletin. This post will more than likely include your finalized graphic as well. (Please be aware that final editing will be done by the Communications Team to meet Facebook post and bulletin quality standards.)

CCB EMAIL (If applicable)

Write out an email that will be sent out to a particular group or the entire church. (Please be aware that final editing will be done by the Communications Team to meet quality standards.)

GRAPHIC DESIGN: Are there any particular images/graphics you would like on advertisement materials?

- Yes (Please describe below.)
- No

Please Note: You will receive a proposed graphic design in your email inbox at least 4 weeks prior to your event date. Upon receipt, *please review the design and promptly reply* indicating whether the design is acceptable or if changes need to be made.

Thank you for submitting your Event Advertisement Request! Please keep in mind that this form is a request and not a guarantee. The Communications Team will do their best to meet the advertisement needs of your ministry, but based on request volumes and priority may not be able to honor all requests.