Today’s Date:

All Design request forms (DRF’s) are **reviewed on Monday mornings** by the Creative Connections department. The design team will response by 5:00pm on Tuesday with a projected timeline for completion, or to request a meeting to clarify you needs. **Expect 2 weeks for completion.**

We desire to serve each ministry in a prompt manner with creativity and excellence in all outlets of marketing and promotion. Email **pprice@congdonstreet.org** with any questions!

Name/Contact Person:

Ministry:

Ministry Lead/Staff Contact

Contact Person’s phone

Contact Person’s Email

**\*\*Return to the church office upon completion\*\***

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| --- | --- | --- |
| Design Services |  |  |
| Promotion (Internal)  Ministry Counter materials   * 4.25/5.5 Postcards * 8.5/11 Small poster | **Internal Publications and Marketing**   * Program announcement (Pre-Worship slides) * Included on Main announcements * Restroom poster * Graphic on Website * Graphic on Social media | **Special Project**   * Poster   (size desired \*inches\*)  \_\_(w) \_\_ (h)   * Business Card(s) |

|  |  |
| --- | --- |
| Event Details |  |
| Date (including Day of the week)  Time (start and finish if possible)  Location (Fellowship Hall/Parking Lot etc) | **2 sentence written advertisement for event:** |

|  |
| --- |
| Checklist (to be completed prior to delivering the creative communications department) |
| * I have filled our the above completely with all the details that the Creative Connections department will need * The location of the event/group has been confirmed * The event has been confirmed by the Church Office * All resources have been ordered and confirmed * All other needs (food, speakers) have been confirmed |

**Design Office Use Only:**

Reviewed By: Meeting date (if applicable):

Date: Projected Completion Date:

Time and Person Contacted: