

PROMOTION REQUEST

Today's Date:

Deadline: Monday noon.

EVENT/TOPIC NAME: (one sheet per event/opportunity)

1 WHAT

Ministry Name:

2 WHERE & WHEN

Event/Topic Date: Times:

Location:

Childcare:

How to register: Web (Did you set up web registration?) Guest Services Center Other Registration Deadline:

Cost: Account #:

Contact Name:

Email & Phone (w/extension):

Anything else you want to mention you haven't had a chance to say before now:

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3 WHO

Target Audience (who do you want to reach? - describe this person(s)):

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Tone of Message (perceived attitudes/beliefs concerning event/topic, etc.):

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4

Event/Topic Objective (what is the desired response?):

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Event/Topic Purpose (which part(s) of GCC's purpose will this fulfill (Connecting, Growing, Serving, Sharing or Worship?))

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REMEMBER:

1. **Attach brochure, graphics, etc. to this form.** (Or email to rellsworth@gccwired.com, refer to Event/Topic name in the subject line). (Brochures and handouts must be approved prior to distribution.)
2. Put brochure and registration form at information center.
3. Complete all fields. The more you include, the better we can respond to your needs.
4. Did you remember to enter this event into EventU?
5. You can also promote on the ministry opportunity forum at GCCwired.com.

Date Approved in Event U

Staff Sponsor Signature

Communication Department Response

E - N - Z I N S T R U C T I O N S

1. Enter event in EVENTU.
2. Submit promotion request form to Jami Ruth by Mondays at noon. Get Staff Sponsor signature.
3. Develop collateral and promotional materials. Make multiple flier copies and place on Shelley Arredondo's desk by Mondays at 3 p.m. Complete your flier according to Communications Manual style and with accurate dates/times. Email copies to Renee Ellsworth for proofing no later than Fridays at noon (24 hour turn-over).
4. Let people register on the Web.



For Communication Department Use Only

HOW

- Promotional Postcard (GL)
- Bulletin Announcement (RE)
- Platform Announcement (GL)
- PowerPoint Announcement (GL)
- Bulletin Insert (GL)
- Granger Notes (RE)
- Small Group Study Guide (BC)
- Prayer Guide (MW)
- Media (JP/KV)
- Arts (KS)
- Featured Resource: Bookstore (SM)
- Featured Resource: Web (SM/KM)
- Shipping Box Insert (SM)
- Coffee House Table Tent (RE)
- First Impressions (BC)-reception/phones/kiosk/
info@gccwired/info@wiredchurches
- Web Promotion (KM)-home page/ecard/Web poll/other
- Enewsletter (RE)
- WiredChurches (JR)
- Additional Graphics (KM)
- Additional Promotional Materials (KM)
- Signage (MR)
- Payment (DM)
- Ministry Opportunity Online Bulletin Board
- Information Center
- Front Desk (JR)
- Contact Us Coordinators
- Bookstore (SM)
- Small Group (BC)
- Other

Assumptions/Questions

- Contact Us Coordinators