

Promotion Request form

Submit this form 5-weeks prior to the start of your program/event.

*Here is why: In order to ensure appropriate time to create graphics, media, and copy we require **two weeks** prior to the start of your promotion. Promotions generally run for three weekends prior to your program/event date. Equaling 5-weeks.*

Before you make a request, ask these questions:

- *Have you allowed adequate time for the communications process to be accomplished?*
- *Have you booked your room & tech needs with the Admin Centre at reception@eefc.ca or 204-326-9865?*
- *Have you received approval from your ministry Pastor or Director?*

First name: _____ Last name: _____

Email: _____ Phone: _____

What Ministry department is responsible for this promotion:

Official name of program/event: _____

Event start date: _____ Event end date: _____

Start time: _____ End time: _____

Specific Location in the Church: ***this is not a room reservation, must book separately by contacting reception at 204-326-9865 or reception@eefc.ca.***

- Hub Hub Loft Sanctuary Adult Wing room 301 Adult Wing room 302
 Adult Wing room 303 Adult Wing room 304 Prayer Chapel
 Something's Brewing Café Gym Parking Lot Children's Wing Boardroom
 Nursery Family Rooms Choir Room Other: _____

Ministry budget line for promotion expenses: _____

Description of program/event. Include why people would be interested and how it will benefit their faith.

Number of people expected (please be realistic): _____

How are you promoting this program/event apart from church-wide promotions?

What are your target age categories?

(0-18) (19-25) (26-35) (36-45) (46-55) (56+)

Do you require registration?

Yes No

Registration deadline: _____ Ticket cost: _____

How to register: _____

Will childcare be provided?

Yes No

Communications Vehicles & Requirements

- | | |
|--|---|
| <input type="checkbox"/> Graphic Image (1920px x 1080px, jpeg, 72 ppi) | <input type="checkbox"/> Mailboxes Inserts (5.5" x 8.5", there are roughly 650 mailboxes) |
| <input type="checkbox"/> The Weekly (video announcements) | <input type="checkbox"/> The Event Guide (released the first Sunday of each month) |
| <input type="checkbox"/> Bulletin (announcements section or tile) | <input type="checkbox"/> 4"x6" Handbills |
| <input type="checkbox"/> Bulletin Insert (5.5" x 8.5", full colour) | <input type="checkbox"/> Email (Mail Chimp) |
| <input type="checkbox"/> Information placed at the Admin and Welcome Centre | <input type="checkbox"/> Social Media Post (Facebook & Instagram) |
| <input type="checkbox"/> Bathroom Posters (released the first Sunday of each month) | <input type="checkbox"/> Facebook Promotion (\$20-\$40) |
| <input type="checkbox"/> Lobby Loop | <input type="checkbox"/> 8.5" x 14" Posters |
| <input type="checkbox"/> Website News Feed Post (website post with a maximum of 500 words) | <input type="checkbox"/> Floor Sign (11" x 17") |
| <input type="checkbox"/> Website Calendar | <input type="checkbox"/> Door Sign (8.5" x 11", portrait) |
| <input type="checkbox"/> Sign Up Table in the Hub | <input type="checkbox"/> Coroplast sign & Aisle (24" x 32", for \$150), full colour) |

Suggested dates: _____

Disclaimer

Once your request has been submitted, please give adequate time for the Communications Department to discuss, and decide on the event promotions system. To ask questions, email communications@eefc.ca.

Pastor/Director signature: _____ Date: _____

Required