



ELIZABETH BAPTIST CHURCH
Multiplying Disciples Who Make a Difference

ELIZABETHBAPTIST.ORG

OFFICE USE ONLY

Approved: Yes No: _____
 Approved By: _____ Date: _____
 Completed: Yes No: _____
 Signature: _____ Date: _____

MARKETING/COMMUNICATION REQUEST FORM
GRAPHIC DESIGN • PRINT • DIGITAL/MULTI-MEDIA/WEB • VIDEO

The Design, Marketing/Communication, and Media teams of Elizabeth Baptist Church are responsible for maintaining the brand and design integrity of this organization. We are responsible for creating the materials for internal and external marketing and communication for EBC. As such, we reserve the right to accept or deny final approval of your design(s). **Please note:** All content created in-house is property of Elizabeth Baptist Church and may not be duplicated or used without written consent from Pastoral Administration.

New Project Update/Revision Consultation Today's Date: _____

Project/Event Name: _____

Ministry/Department/Division: _____

Contact Person: _____ Number: _____

Email: _____

BEFORE PROCEEDING: Has your project/event/EPF been approved? Yes No

If no, please understand that no work will begin until approval is received. Under no circumstances will speculative work be done.

DESIGN & PRINT PROJECTS

APPROVED BUDGET FOR PRINT PROJECTS: \$ _____ **G/L Code:** _____

Preferred Completion Date: _____

- Print Only:**
2 week turnaround
- Graphic Design Only:**
4 week turnaround
- Graphic Design & Printing:**
4-6 week turnaround

| PRINT PROJECT | QTY. |
|--|-------|
| <input type="checkbox"/> Banner | _____ |
| <input type="checkbox"/> Booklet | _____ |
| <input type="checkbox"/> Brochure | _____ |
| <input type="checkbox"/> Business Card | _____ |
| <input type="checkbox"/> Direct Mail Postcard* | _____ |
| <input type="checkbox"/> Flyer | _____ |
| <input type="checkbox"/> Folder | _____ |
| <input type="checkbox"/> Invitation | _____ |
| <input type="checkbox"/> Label Design | _____ |
| <input type="checkbox"/> Letterhead | _____ |
| <input type="checkbox"/> Logo | _____ |
| <input type="checkbox"/> Magazine/Specialty Book | _____ |
| <input type="checkbox"/> Newsletter | _____ |
| <input type="checkbox"/> Offering Envelope | _____ |
| <input type="checkbox"/> Poster | _____ |
| <input type="checkbox"/> Retractable Banner | _____ |
| <input type="checkbox"/> T-Shirt Design | _____ |
| <input type="checkbox"/> Yard Sign | _____ |
| <input type="checkbox"/> Other (describe) | _____ |

CONCEPT OF GRAPHIC(S):

Please attach any related images or files that would be included with the design or inspiration images to help us create your design.

TARGET AUDIENCE:

DESIGN/PAPER PROPERTIES:

- Paper Type?** Regular Cardstock
 Specialty (*Color, metallic, linen, labels*)
- Paper Size?** 8.5x11 8.5x14
 11x17 Other _____
- Paper Fold?** 1/2 Fold
 Tri-Fold Other _____

***DIRECT MAIL INSTRUCTIONS:**

- Mail Date: _____
- Printer will image addresses
- Labels will be affixed in-house
- Indicia used with permit # _____
- First Class postage

Direct Mail requires pre-payment for printing, mailing services and postage.

