

Ecclesia Christian Fellowship

1314 E. Date St. San Bernardino, CA 92404 (909) 881-5551ph (909) 881-5551fx www.ecclesiachurch.com

MINISTRY PROMOTION REQUEST FORM

(Return completed form to the Administration office at least **6 weeks or before** prior to the event or to **ecclesiamarketing@gmail.com**)

1. MINISTRY NAME _____ TODAY'S DATE _____

2. NAME OF EVENT _____

3. DATE(S) OF EVENT _____
(If recurring, show start date and end date.)

4. LOCATION OF EVENT _____

5. TIME OF DAY: Event begins at _____ Event ends at _____

6. MINISTRY LEADER IN CHARGE OF EVENT _____

7. MINISTRY LEADER PHONE NUMBER _____

8. DATE PROMOTION TO BEGIN _____
(Form should be submitted **6 weeks or before *** prior to promotion start date)

9. DETAILED EXPLANATION OF EVENT _____

10. OTHER INSTRUCTIONS _____

11. MINISTRY PROMOTION REQUESTED IN THE FOLLOWING

- Weekly Email - Yes or No _____
- Text Blast - Yes or No _____
- Facebook Posting - Yes or No _____
- M.A.P. - Yes or No _____
- Bulletin Announcement - Yes or No _____
- Website Banner (major all church events) Yes or No _____
- Media Work Order - Yes or No _____

OFFICE USE ONLY

Marketing Coordinator Signature _____ DATE _____

APPROVED DENIED

Comments: _____

* Submit earlier if event needs to be promoted for several months.