

Communications Tracking Form

Today's Date & Time: _____

Submitted by: _____

E-Mail: _____ Phone Number: _____

Event Details

Name of Event/Project/Promotion: _____

Sponsoring Ministry: _____

Date(s) of the event: _____ Start Time: _____ End Time: _____

Location: _____ Cost to participants for the event: _____

Child Care Provided: Yes No Cost for Child Care: _____

Is this on the Church Calendar? (contact Ginger Collier or Starr Worley) _____

Promotion

Dates you want event to be promoted: _____

___ Bulletin Insert

___ E-Mail Blast

___ Facebook
(Melissa Ricketts)

___ Gathering Space Monitor (Melissa R.)

___ Newsletter

___ Phone Tree

___ Postcard

___ Pulpit Announcement
(Cindy Saunders)

___ S.S. Announcement

___ Website
(Melissa Ricketts)

___ Wed. PM Power Point
(Melissa Ricketts)

Projects

___ Posters: # ___

___ Brochure

___ Flyer: # ___

___ Banner

___ Other: _____

Details

___ Design/original artwork provided in PDF, InDesign, Photoshop or Publisher format

___ Text/Layout provided in Word 2000 or later format

___ Pictures in JPG/GIF/BMP/TIF - 3 MB max

___ Design/Layout to be created by staff

Notes: _____

Please attach the wording you would like used in the publications.

****Office Use Only****

Cost

Project	Cost per piece	Number of pieces needed	Total (Cost x Number)
Copies (Color—Riso)	.03		
Copies (B&W—Riso)	.015		
Copies (Color—Desktop Printer)			
Poster	.03		
Postcard	.024 (Per Card)		
Brochure (Riso)	.03		
Brochure (Desktop Printer)			
Skinny Insert	.021 (Per Copy)		
Envelopes	.03		
8 1/2 x 11 70# Paper	.012/sheet		
8 1/2 x 11 65# Paper	.031/sheet		

Notes: _____

Date & Time given to:
Melissa Ricketts (For web, slideshow & tv): _____
Cindy Saunders (For pulpit announcements): _____
Mark Barbour (For facilities set-up): _____
Ginger Collier (For calendar): _____

Date(s) put in:
Newsletter: _____
Insert: _____
E-Mail Blast: _____
S.S. Announcement: _____