

ELIZABETH BAPTIST CHURCH

DR. CRAIG L. OLIVER, SR.

www.elizabethbaptist.org

OFFICE USE ONLY

Approved By: _____

Project Category: Print Web Media _____

Budget Approved: Yes No

Notes: _____

MARKETING/COMMUNICATION PROJECT REQUEST FORM

PRINT • WEB/MEDIA • VIDEO • WRITING/EDITING • PHOTOGRAPHY

The Design, Marketing 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 that all Ministries, Departments and Divisions use for internal and external marketing and communication. As such, we reserve the right to accept or deny final approval of your design(s). Please note: All print/web design, photography, and/or media created in-house is property of Elizabeth Baptist Church and may not be duplicated or used without written consent by Pastoral Administration and/or Design/Marketing/Media Director(s).

New Job Update/Revision Reprint Only (*no changes*) Consultation

Project/Event Name: _____

Today's Date: _____ Requested Completion Date: _____

Ministry/Department/Division: _____

Contact Person: _____ Number: _____

Email: _____

BEFORE PROCEEDING: Has your project/event/EPP 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.

PRINTED PROJECTS

APPROVED BUDGET FOR PRINTED MATERIALS: \$ _____

IN-HOUSE DESIGN/PRINTING

Please allow 3-5 business days for in-house print turn-around. Please answer all questions and provide details for paper orders. (*Be prepared to make other arrangements in the event that our machines are not working properly or are unavailable.*)

OUT-SOURCE PRINTING

Please allow up to 72 hours for print quotes on out-sourced materials. To ensure accurate quotes, please answer all questions and provide detailed descriptions. To avoid extra rush fees, allow a 3-10 business day turn-around on all out-sourced jobs.

PROJECT TYPE

PROJECT TYPE	QTY.
<input type="checkbox"/> Brochure	_____
<input type="checkbox"/> Business Card	_____
<input type="checkbox"/> Flyer	_____
<input type="checkbox"/> Invitation	_____
<input type="checkbox"/> Label Design	_____
<input type="checkbox"/> Letterhead	_____
<input type="checkbox"/> Logo	_____
<input type="checkbox"/> Newsletter	_____
<input type="checkbox"/> Small Booklet	_____

*These items **require** out-sourced printing.*

<input type="checkbox"/> Banner	_____
<input type="checkbox"/> Direct Mail Postcard*	_____
<input type="checkbox"/> Folder	_____
<input type="checkbox"/> Magazine/Lg. Booklet	_____
<input type="checkbox"/> Offering Envelope	_____
<input type="checkbox"/> Poster (Large Format)	_____
<input type="checkbox"/> Retractable Banner	_____
<input type="checkbox"/> Yard Sign	_____
<input type="checkbox"/> Speciality Design (<i>please describe</i>)	_____

PROJECT DESCRIPTION. Provide detailed description & size(s) for each item checked.

DESIGN/PAPER PROPERTIES:

Color or Black & White Design?

Fold? What type: _____
Half, Tri, Gate, Double-parallel

Paper Size? _____

Paper Type? Cardstock Regular

Matte | Speciality (Color, metallic, linen, labels)

*DIRECT MAIL INSTRUCTIONS:

Mail Date: _____

Printer will image addresses

Labels will be affixed in-house

Indicia used with permit # _____

First Class postage

DM requires up-front payment not only for print & mailing services, but postage as well.

