

Abundant Life Assembly of God PROMOTIONAL Request

Today's Date: _____ Add Update Change Date Cancel

Contact information

Director: _____ Ministry: _____

Contact Person: _____ Day Phone: _____

Email: _____

Deadline Date: *This form must be completed and submitted 90 days in advance of the event.*

Graphic Details

Date of Event: _____ Time of Event: _____ Event Name: _____

Guest Speaker: _____ Cost: _____

- Flyers Bulletin Insert *Bulletin Blurb Foyer Announcement Slides
**Email Hana 2 weeks prior to bulletin announcement date.*

Each department is responsible for creating their own flyers and bulletin inserts and submitting them for approval. Upon approval, each department will be responsible for copying and finishing their flyer/insert.

Description of Event with as much details as possible: *This information will be used for the website and foyer announcement slides. Be sure to complete form completely and turn into the office.*

OFFICE USE: Approved Not Approved Revision needed

Feedback: _____

Copies given: Office Web Foyer Announcement Event Requestor/Contact