



## APPLICATION FOR MINISTRY & EVENT PROMOTIONS

Ministry Area: \_\_\_\_\_ Ministry Area Leader: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Filer: \_\_\_\_\_ Preferred Contact Info: \_\_\_\_\_

Registration: \_\_\_\_\_ Costs: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Title of Announcement:

\_\_\_\_\_

Announcement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Type of Media Requested:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bulletin          | <input type="checkbox"/> Social Media        | <input type="checkbox"/> Website          |
| <input type="checkbox"/> Slides            | <input type="checkbox"/> Verbal Announcement | <input type="checkbox"/> Email Newsletter |
| <input type="checkbox"/> Printed Materials | <input type="checkbox"/> Other: _____        | <input type="checkbox"/> Text Promotions  |

Start Date: \_\_\_\_\_ End Date (required): \_\_\_\_\_

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Westbrook Community Church reserves the right to modify all announcements.

Only approved ministry areas are eligible to submit an announcement. To gain approval, you must first speak with your Ministry Area Leader and both of you will need to meet submit application to Kimberly Moore, Executive Director and/or Kevin Sharpe, Lead Pastor.

If your announcement is not approved, you will be notified.

The office staff is not responsible for creating supplemental printed material (such as flyers), however we could help you produce it in the office if you need help. We all want to have quality materials to present to our church, so the staff would like to see and approve all printed material.

