

MINISTRY REQUEST CHECKLIST

Have these ready before you open the form. A complete request can start moving the day you send it. A missing detail means we have to come back to you, and your request waits.

8 weeks

Event with registration

6 weeks

Event without registration

6 weeks

Graphics (8 for big campaigns)

Sent later than this, a request is flagged **Rush**. We'll still try, but it may not all be possible.

A

EVERYONE

☐ Your name and email

☐ Whether it's for an event, or design work only

☐ Which ministry this is for

B

YOUR EVENT

Skip if you only need design work

☐ What you're asking for: a new event, a change to an existing event, or a Sunday morning table

☐ The event title, exactly as it should appear everywhere

☐ The spiritual part: time in the Word, prayer, worship

☐ The date

☐ The full time window: set-up, start, end and tear-down

☐ About how many people will come

☐ The room or location you want

☐ Equipment and how many: tables, chairs, tablecloths (and colors: black and white are standard)

☐ Food or drinks? Your ministry provides its own hospitality

☐ A speaker? Who, plus the topic or length

☐ Worship or audio/media help needed?

☐ Outside vendors: who and what (caterer, rentals, photographer)

☐ Help from the Medical, Security or Parking ministries?

☐ Should it be announced on Sunday?

C

REGISTRATION

Only if people need to sign up

☐ The date registration opens

☐ A fee? How much, and what attendees get for it (a meal, materials)

D

A PURCHASE

Only if something needs to be bought

☐ What the purchase is for

☐ An itemized list

☐ The estimated total cost

☐ Links to the items, if online

☐ The date you need it by

☐ Send it **by Monday**: purchases are decided on **Tuesdays**

E

DESIGN

Graphics, print, video or website

☐ Which pieces: logo, social media, print, screen slide, video, event thumbnail, website update

☐ The date you need them by

☐ The exact wording: title, date, time, place, verses, contact

☐ For print: which pieces (flyer, postcard, banner, insert, sign)

☐ For an update: what needs to change (date, time, location, speaker, wording, colors, image)

☐ Up to 5 inspiration images (optional)

A request is not a confirmation. Don't announce, promote or start preparing until you get the approval email.
Need a change after you send it? Use the "Request a change" link in your email. Please don't send a second request.