

Part 3

I would like to promote this opportunity using: (check all that apply)

Bulletin

Announcement Slide

Ministry Booth (4 available per week—1st scheduled, 1st served)

Table Toppers (limited number available per week)

To the Point weekly e-newsletter

Other _____

Some key things about our Promotion Policy that you will find helpful:

- Events will only be promoted for a *maximum of three weeks*. Exceptions may be made for church-wide events (such as VBS or Missions Conference), and these exceptions will be at the discretion of the staff.
- Typically visual promotions, such as ministry booth signs, slides, table toppers, handouts, etc. are created by the church office. If you plan to make your own, please know that all promotional materials *must be seen and approved by the staff prior to distribution or display*.
- Bulletin inserts are used *minimally* and are typically reserved for church-wide events only.

Any Additional Information:

Office use only:

Received ___/___/___

Approved ___Y ___N