



**VB Announcement/Office/Table
Request Form**

**Curtis L. Johnson,
Senior Pastor**

Today's Date:
Date Required:

Please complete front and back, and then return to Office Administrator's mailbox in the office before the deadline(s) below.

Type of Request *(please check all that apply)*

<input type="checkbox"/> Publicity	<input type="checkbox"/> Print Material	<input type="checkbox"/> Table Usage
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~ Publicity ~

<input type="checkbox"/> Announcement <i>(Due 1 week prior on Sundays)</i>	<input type="checkbox"/> Invitation <i>(Due 5 weeks prior to event)</i>
<input type="checkbox"/> Pre-recorded-Major Events <input type="checkbox"/> Bulletin <input type="checkbox"/> Pastoral Emphasis-Major Events	<input type="checkbox"/> Media <input type="checkbox"/> Churches/Groups <i>(please attach list to invite)</i>

~ Print Material ~

<input type="checkbox"/> Copy Attached <i>(If copy ready copy is attached, fill in only to Contact Info)</i>	<input type="checkbox"/> Office Create Copy
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<input type="checkbox"/> Copies <i>(1 week prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> Collated <input type="checkbox"/> Stapled <input type="checkbox"/> Double sided <input type="checkbox"/> Color paper	<input type="checkbox"/> Flyer /Flyette <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> B/W <input type="checkbox"/> Color Size: <input type="checkbox"/> 8 ½ x 11 <input type="checkbox"/> 4 ¼ x 5.5	<input type="checkbox"/> Poster <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> Color Size: <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 24 x 36 (\$ 40) * <input type="checkbox"/> Creation	<input type="checkbox"/> Flock <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> Birthday cards <input type="checkbox"/> Member update forms <input type="checkbox"/> Other _____	<input type="checkbox"/> Program Booklet/Brochure <i>(4 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> B/W <input type="checkbox"/> Color Size: <input type="checkbox"/> 8 ½ x 11 <input type="checkbox"/> 8 ½ x 14
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<i>Please Print</i> Ministry:	
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Contact Name:	_____ <i>First Name</i>	_____ <i>Last Name</i>
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Contact Info:	Phone #:	Email Address:
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Event Details:	Date(s):	Time:	Event Name:	
		<input type="checkbox"/> AM <input type="checkbox"/> PM		
	Event @ Sherman Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, approved Facility Use Form on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Location:	
	Type of Event: <i>(i.e. meeting, conference)</i>	Scripture:	Theme:	
	Speaker:		Affiliation:	
Logo, symbol or specific graphics: <i>(attach copy)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do you want the office or marketing to create logo or graphics? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what do you want included in logo or graphics?		

Event Details: Include any information that would encourage people to attend (i.e. free food, door prizes, etc)	Specific Verbiage (Please attach copy, if more space needed):		
Table Request Approval should be requested at least two weeks in advance Each ministry will be allowed ½ table Foyer table reserved for major events; children's Church tables reserved for ministry and overflow request usage	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat {Check one: <input type="checkbox"/> One Time Event <input type="checkbox"/> Recurs 1 2 3 4 (circle week)} <i>Month/ Date/ Year</i>		
	Type of Usage	<input type="checkbox"/> Ministry handouts <input type="checkbox"/> Registration <input type="checkbox"/> Sell Tickets <input type="checkbox"/> Sell Merchandise <input type="checkbox"/> Other _____	
	Area Requested	<input type="checkbox"/> Foyer <input type="checkbox"/> Children's Church	
	Approval	<input type="checkbox"/> Requested Date <input type="checkbox"/> Requested Area <input type="checkbox"/> Other Area _____	
* Budget Approval <i>Please note that the specified charges only apply to items you want professionally created through marketing</i>		Is approved Budget Approval Form on file for requested item(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount dedicated for advertising: \$ _____
Office Use Only (please do not write below this line)			
Date Request Received:	Received Required Info: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, date received _____	Date Request Fulfilled:	Originator's Signature:
Facility Use Form on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No # _____ Name: _____	Room Name(s) _____ _____	Staff Contacted/Date <input type="checkbox"/> Trustee _____ <input type="checkbox"/> Custodial _____ <input type="checkbox"/> Kitchen _____ <input type="checkbox"/> Sound _____
PASS Team Persons:		Event Coordinator Assigned:	
Originator's Comments:			
Contact/Date _____ _____ _____ _____	Contact/Date _____ _____ _____ _____	Event Coordinator Comments:	