

**First Baptist Church Harrison  
Event Scheduling and Promotion Request**

**Event** \_\_\_\_\_

**Date** \_\_\_\_\_ **Start time** \_\_\_\_\_ **End Time** \_\_\_\_\_ **If repeating Date Ending** \_\_\_\_\_

**Where** \_\_\_\_\_ **Facilities Request Form Completed** \_\_\_\_\_

**Sponsoring Ministry** \_\_\_\_\_ **Email Contact** \_\_\_\_\_

**External Sponsor** \_\_\_\_\_ **Reference Website** \_\_\_\_\_

**Child care needed:** \_\_\_\_\_ *(Sponsoring ministry pays for childcare)*

**Internal Promotion Requests (Check items requested)**

\_\_\_\_ **Church Calendar** *(Will automatically be placed on calendar upon approval)*

\_\_\_\_ **Power Point Announcement prior to services: Start date:** \_\_\_\_\_

\_\_\_\_ **Announcement on Website**

\_\_\_\_ **Request a feature article in Challenger.** *Requires a minimum of 6 weeks lead time. May or may not be granted based on space available.*

\_\_\_\_ **Posters/Flyers\*** **Number requested** \_\_\_\_\_ **Cost** \_\_\_\_\_

\_\_\_\_ **Placement in bulletin** \_\_\_\_\_ **Weekly Update** \_\_\_\_\_ **Challenger Insert** \_\_\_\_\_

\_\_\_\_ **Email promotion** **Date Requested** \_\_\_\_\_ **Mailing List** \_\_\_\_\_

\_\_\_\_ **Robo Calling** **Date Requested** \_\_\_\_\_ **Phone List** \_\_\_\_\_

**External Promotion\***

\_\_\_\_ **New Release to Media**

\_\_\_\_ **Newspaper Ads** **Cost** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_ **Radio Ads** **Cost** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*Cost that should be included in the budget for the event. Not part of Communications budget*

**Person Making Request** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Email Contact** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_