

PRINT & DIGITAL COMMUNICATION
Submission Request Requirements
and General Information
2018

Please read the following guidelines for submission of all print & digital communication and publicity.

It is the responsibility of the committee chair, staff member and/or elder to submit all details about the specific event or request for publicity/communications in writing using this form.

Put the completed form in #43 Communications box in Ryosa hallway.
Verbal information and requests will not be processed.

Please note that all submitted material may be edited for content, space, and quality.

All submitted material is also subject to final approval from SPC leadership before publication.

- **ALL requests for print/digital communications should be submitted two (2) weeks before the requested communication/publicity is to be published.**
- **ALL requests for graphic design/logo creation/ad creation should be submitted one (1) month before the requested print/digital communications/publicity are to be published.**
- **ALL files (created outside of the SPC design department) of images, videos, flyers, brochures, forms etc., should be submitted in digital formats. Edited images are to be submitted in jpeg format and in 300 pixel resolution or greater and videos are to be submitted in mp4 format and must already be edited. We are unable to edit image or video files.**

PLEASE COMPLETE FORM ON BACK
AND SUBMIT TO CHURCH OFFICE

EVENT DATE _____

TODAY'S DATE _____

EVENT NAME _____

NAME OF Requesting Person _____

PHONE _____

EMAIL _____

**REQUESTED PRINT or DIGITAL communications/publicity
WHAT DO YOU WANT THE COMMUNICATIONS TO SAY?**

WHO _____

WHAT _____

WHEN _____

WHERE _____

WHY _____

WHERE DO YOU WANT THIS INFO? check all that apply

___ Bulletin ___ Newsletter ___ Sunday Morning Announcement Slides

___ Public Church Facebook ___ Private Church Facebook

___ Website (please indicate where/what page)

___ Other (please indicate "other" here) _____

WHEN DO YOU WANT YOUR COMMUNICATION TO START? _____

WHEN DO YOU WANT YOUR COMMUNICATION TO END? _____

QUESTIONS? please email design@sierrapres.com