



## Promotion Request Form

**Instructions:** Please complete and submit this form to Christina Hunter (chunter@lifepointindy.com) in the church office. Requests must be submitted at least three weeks prior to the requested promotion dates.

### 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 support 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 support staff prior to distribution or display.*
- Bulletin inserts are used *minimally* and are typically reserved for church-wide events only.

### PART 1

Today's Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Desired Promotion Date(s): \_\_\_\_\_

**IMPORTANT:** If this opportunity will be conducted on church property, please complete a LifePoint Church Facility Request Form and submit it with this Promotion Request.

## PART 2

What information would you like to include in your promotion materials? **Please be specific** and include all important details such as dates and times.

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## 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 \_\_\_\_\_

**Any Additional Information:**