

LifePoint Church Promotion Request Form

Instructions: Please complete and submit this form to Kris Kocken (kkocken@lifepointindy.com) in the church office. Requests must be submitted at least one week prior to the requested promotion dates.

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.

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