



Communications Event Project Proposal and Planning Form

Event:

Ministry Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Time: _____

Room(s): _____

Expected event/class attendance: _____

Set Up Needs (DVD/TV/VHS, number of tables and chairs, sound needs):

Brief Explanation of Event:

What is the cost to the participants?

Purpose

This project supports PEPC's vision to **(choose one)**:

- Connect
- Grow
- Serve

People

Describe who you want to reach:

Event Date:

Based on your notes on the left side, choose the communication tools you would like to use. All requests must be made to Kristin Goodwin by the deadlines below kristin@pepc.org AT LEAST four to six weeks before the event. Please put the copy you want in your communication on the second page.

Weekly Bulletin Print Dates: _____
Please submit requests by 12:00 pm the Wednesday before you wish it to run in the bulletin.

Web Site Target Date: _____
The date for web posting should match the print dates listed above for the bulletin.

PEPC News Email Target Date: _____
Ideally, the web posting should be done first so that a web link can be included in the email message.

Monthly Newsletter Target Date: _____

Worship Announce. Target Date: _____
Subject to approval by the Worship Design Team and requests are needed 4 weeks before your desired announcement date.

Connection Center Dates: _____
Space usually reserved on a first come, first served basis. Space can only be reserved for three consecutive weekends.

Other: _____
Postcards, posters, etc.

Promotion Start Date:

Determine this date based on target dates above.

Project Assistance

What do you need from Communications?

Copy Writing Allow 2 weeks

Proofing Allow 2-3 work days

Graphic Design Allow 2 weeks

Online Registration Allow 1-2 weeks

Project Start Date:

Based on your needs for project assistance, count backwards to determine your project start date.



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Communications Copy:

Office Use Only: Date Received: _____ Approved Date: _____ Ministry Notified: _____