



# Fresh Anointing Cathedral



## Event Marketing Request Form

Please fill in each question completely in order to ensure that your event is properly marketed! Incomplete forms will be returned for completion before event/program marketing is initiated.

**\*\*Note:** 1) This form must be approved and signed by the specific ministry leader before any marketing will take place. 2) The event must be approved by the Executive Staff prior to marketing. 3) All invited guests to be announced must be confirmed prior to marketing their name, photo and/or information. 4) Requests should be submitted at least 3 months in advance of event...no later than 3 weeks prior to event date.

Ministry \_\_\_\_\_ Date of This Request \_\_\_\_\_

Ministry Director/Leader's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Best Time To Contact \_\_\_\_\_ AM /PM (Circle One)

Name of Event \_\_\_\_\_

Type of Event  Concert  Conference  Fellowship  Meeting  Recreational/Outdoor  Breakfast  
 Workshop  Seminar  Dinner/Lunch  Celebration  Social Event  Other \_\_\_\_\_

Date(s) of Event (include days of week) \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Confirmed Guests: (Include full name, title, location, any pertinent information e.g., Bugs Bunny, Los Angeles, CA, Cartoon Actor)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Event Details: (Including all details – e.g., free giveaways, prizes, praise & worship, etc. You may attach or email photos and any other pertinent information)

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What is your budget for marketing this event? \$ \_\_\_\_\_

Type of Marketing Requested  Flyers  Webpage  Emails  Newspaper  Radio  Television  
 Posters  Handbills/Postcards  Business Cards  Promotional Items  Letters  Invitations  
 Thank You Cards  Greeting Cards  DVD's  CD's  Other \_\_\_\_\_

Signature of Person Making This Request \_\_\_\_\_

Signature of Ministry Leader/Director \_\_\_\_\_

Do Not Write Below This Line (For Marketing Ministry Use Only)

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Request Rec'd. By \_\_\_\_\_ Date Request Rec'd. \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Campaign Initiated \_\_\_\_\_

Date Completed \_\_\_\_\_ Request Completed by \_\_\_\_\_