

COMMUNICATIONS MINISTRY: POLICIES & PROCEDURES

The Communications Ministry at Antioch can help ministries and ministry leaders gain more exposure using the following methods below. To utilize the Communications Ministry, please fill out the form(s) - instructions are clearly marked on how to proceed. **All design requests will be reviewed for approval by the Business Office Manager and Pastoral Staff.**

Ways to market, advertise and promote your ministry:
banner | brochure | logo | postcard | letterhead | other

DESIGN REQUEST FORM

PLEASE CHECK DESIRED OUTLET FOR DESIGN:

- Brochure Banner Ad Logo Card Letterhead Other

TODAY'S DATE: _____

MINISTRY: _____

DUE DATE: _____

CONTACT PERSON: _____

PHONE # _____

Project Description: _____

Who is the Audience and/or describe your Ministry: _____

Main & Sub Messages: _____

How will it be Distributed: _____

Budget: _____

Size, circle: 2 x 3 3 x 5 4 x 6 5 x 7 8 1/2 x 11 8 1/2 x 14 11 x 14 11x17

Other: _____

Quantity: _____

Color Preferences: Black & White 1 - 2 - 3 Color Full Color

Other: _____

Your Ideas: _____

Please attach this form to any other materials being submitted for this request and return to Janice Burns, Business Office Manager, in the Church Office. Questions, please contact Janice at 816-436-1649 or janiceburns@abbc.org