

Ministry Publicity Form 2009

27192 Jeronimo Road, Mission Viejo, Ca 92692

949-465-1940

Fax 949-768-1514

We thank you in advance for your efforts in ministering to our community through your upcoming event. There are several steps to ensure your ministry's success prior to your activity. **Please review these steps and complete the following Publicity form and submit to our church office a minimum of 30 days prior to your event.**

1. Initially, meet with our Staff Ministry Leader, regarding your upcoming event.
2. Upon approval by your staff contact, submit a Facility Request (if event is on-site) to our church office Admin. Asst.'s attention. This will secure the use of the facility for your event.
No facility request is needed for Patio table presence, only a Ministry Publicity Form.
3. Complete a Ministry Publicity Form and submit to our MVCC church office, attention: Mary Okida.
KEEP A COPY FOR YOURSELF as a reminder of the commitments YOUR MINISTRY has made.
4. Select method(s) of promotion desired. (See yellow box below)
5. You will receive confirmation of all publicity requests within one week of submission.
6. Please note that there is a charge for some signage, so please check with your ministry leader first.

Date submitted: _____ **Contact Person:** _____

Contact Person Home Phone Number: _____ Cell Number: _____

Contact Email: _____ Ministry Name hosting event: _____

Staff Facilitator and Approval: _____ (This is a must prior to any event being publicized)

Description and **Goal** of Event: _____

Who will be attending: _____ Approx. Number: _____

Start & Ending time: _____ Location: _____

Event Name: _____ Event Date: _____

Theme/Décor: _____

| YES! | Form of Promotion: | Deadline to Submit Information: | Submit to: | Miscellaneous: (Costs) |
|------|--|--|--|--|
| | Sunday Church Bulletin Notation | Submit info in writing by <u>Tuesday at Noon</u> for weekend bulletin. CHURCH OFFICE IS CLOSED ON FRIDAYS! | Mary Okida x212 MOkida@mvcchome.org | 20 words or less & contact name & phone number. Use back of this sheet |
| | Flyer handout: 5.5"x8.5" for table distribution | Submit all exact TEXT info 2 wks prior to date needed. <ul style="list-style-type: none"> • For outdoor distribution only • Please attach the flyer you will be handing out for pre-approval! | Mary Okida x212 MOkida@mvcchome.org | Insert original will be available on the Thursday before distrib. by 5pm. Ministry is responsible for making all copies and cutting. |
| | Sunday Services Tent Presence: One Rectangular Table W/Tablecloth Requested for Sunday, _____/_____ | Tuesday at Noon for upcoming weekend. Any info. distributed on Sundays needs prior approval from church office. You will be given <u>3 wks.</u> prior to event to promote your ministry on the patio. | Mary Okida x212 MOkida@mvcchome.org | Your Table presence is required from 8:45-9:00 am, 10:15-10:45 am & 12-12:20 pm on Sundays. If you do not show up for requested date, no further setup will be provided. |
| | Flyers (8.5x11") 1-B&W Original for use in copying by the ministry contact person. | Tuesday at Noon via hard copy, Publisher file, Word file or email event specifics for creation of design. | Mary Okida x212 MOkida@mvcchome.org | Ministry is responsible for all copies to be made and needs to provide paper. |
| | Pastoral Announcement In Service | Submit info four weeks prior to event via hard copy or email 20 words or less. | Kim Lullo X205 KLullo@mvcchome.org | Ministry Announcements will be at the sole discretion of our Worship Director. |
| | Poster (11x17") Color Original Qty: _____ | Tuesday at Noon via hard copy, Publisher file, Word file or email event specifics for creation of design. | Mary Okida x212 MOkida@mvcchome.org | Ministry charged for printing/paper costs @ 50 cents per sheet. Addtl. copies to be made by ministry. |
| | Website info | Submit info 10 working days prior to time requested for promotion period. IF YOU ARE REQUESTING FOR SIGNUPS VIA WEBSITE, THIS WILL TAKE 7 WORKING DAYS TO COMPLETE | Mary Okida x212 MOkida@mvcchome.org | artwork can be emailed or submitted on disk |

