



Pearce Memorial Church
PUBLICITY/OFFICE WORK ORDER FORM
 for promotion of a ministry or special event

Copy given to:		
<input type="checkbox"/> BH	<input type="checkbox"/> HL	<input type="checkbox"/> JC
<input type="checkbox"/> KB	<input type="checkbox"/> KM (2)	
<input type="checkbox"/> MB	<input type="checkbox"/> RP	

Event/Ministry: _____

Date of Event: _____ Time of Event: _____

Sponsoring Ministry: _____

Name of Contact: _____ Home Phone: _____

E-mail _____ Daytime Phone: _____

Date of Request: _____ Pastor's Approval: _____

Audience (check all that apply):

- Pearce Congregation
- Families of teens/children
- Pearce 4 Kids Families
- Community
- Other: _____

Other Churches:

- Local
- Genesis Conference

Date(s) Needed	Quantity	Description	Publicity Requested
_____	_____	_____	Weekly Announcement Sheet <small>Note: Announcements usually begin three Sundays prior to the event or registration deadline.</small>
_____	_____	_____	Announcement Slide
_____	_____	_____	Poster
_____	_____	_____	Flyer for lobby
_____	_____	_____	Brochure for lobby
_____	_____	_____	Program
_____	_____	_____	Website
_____	_____	_____	Room Signs
_____	_____	_____	Bookmark for lobby
_____	_____	_____	Tickets
_____	_____	_____	Registration Form
_____	_____	_____	Online Registration Form
_____	_____	_____	Response Card
_____	_____	_____	Registration Card
_____	_____	_____	Lobby Display Space: <input type="checkbox"/> Table/Kiosk <input type="checkbox"/> Easel <input type="checkbox"/> Display Sign <input type="checkbox"/> Sign-up Sheets <input type="checkbox"/> Other: _____
_____	_____	_____	News Release <i>(free)</i>
_____	_____	_____	Display Ad <i>(cost to be charged to ministry)</i>
_____	_____	_____	Radio Announcement
_____	_____	_____	RWC Chapel PowerPoint Slide
_____	_____	_____	Outdoor Sign <i>(may be used for open-to-community events as schedule allows)</i>
_____	_____	_____	Direct Mail to homes/churches <i>(cost to be charged to ministry)</i> : <input type="checkbox"/> Letter <input type="checkbox"/> Postcard <input type="checkbox"/> Flyer/Brochure <input type="checkbox"/> Mailing Labels
_____	_____	_____	Cash Box

(over for content needs)

Content Needs

Event Theme:

Event Message:

Image/Graphic Ideas:

Event Details (time, place, cost, ect.):