



# Design Request Form

This form is designed to help start the conversation regarding your idea for a design for your ministry or department at Maple Springs Baptist Church. We are eager to work alongside you. To ensure a prompt response we ask you to commit to the following:

- Ensure request has prior approval from your Ministry Leader. (Any requests that do not have the required approval prior to submission will not be honored)
- Fill out the design request form **in its entirety** and email this form to [communication@msbcmd.org](mailto:communication@msbcmd.org)
- Please give 14 days' notice at minimum
- If you need a design rushed, please notify us **ASAP** and we will work promptly. (Rushed requests may result in your design on social media, but not on the website)

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Requester: \_\_\_\_\_

Point of Contact for Event: \_\_\_\_\_

Point of Contact's Email: \_\_\_\_\_

Point of Contact Phone Number: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Department Head/Ministry Director Name: \_\_\_\_\_

When do you need the design by: \_\_\_\_\_  
MM/DD/YYYY

Project Type:   Flyer   Banner   Poster   Program Cover   Announcement Slide

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_



## Design Request Form

Description of the event as you would like it to appear on the graphic:

What age group(s) best fits your event?

- Children (1 – 10 yrs.)
- Youth (11 – 17 yrs.)
- Young Adult (18 – 29 yrs.)
- Adults (30 – 65 yrs.)
- Senior (65 +yrs.)
- All Ages

Who best describes your target demographic for this event/ministry?

- Men
- Women
- Both

Who is your target audience?

- Internal (church members or regular attendees)
- External (non-members)
- Both



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Is there a speaker? \_\_\_\_\_

If yes,

Full Name: \_\_\_\_\_

Title : \_\_\_\_\_

From what church/company/organization: \_\_\_\_\_

Would you like a picture of them on the design? \_\_\_\_\_

(Please attach image to the email along with this request, if no image is received it will delay your request)

Is there a zoom link or registration required? \_\_\_\_\_

Is there a cost? \_\_\_\_\_

If so, what is the cost? \_\_\_\_\_

Will donations be accepted? \_\_\_\_\_

Please list any event sponsors that need to be included ( If you have a clear image of their logo please include it in the email)



## Design Request Form

Where would you like your design published? (May choose more than one)?

Website

Church Calendar

Church Facebook Page

Church Instagram Page

***Please make sure any comments and all images required for the design are included with the request.***