

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

- 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)

Requester:	Point of Contact for Event:
Point of Contact's Email:	Point of Contact Phone Number:
Ministry/Deparment:	-
Department Head/Ministry Director I	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:



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

What age group(s) best fits your event?

Young Adult (18 – 29 yrs.)

Adults (30 – 65 yrs.)

Senior (65 +yrs.)

All Ages

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

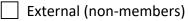
Men

Women

Both

Who is your target audience?

Internal (church members or regular attendees)



Both



Is there a speaker?	
If yes,	
Full Name:	
Titla	
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)



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.