**Job Request Form**

**CONNECT MINISTRY**

**Graphic Design**

***\*\*\*Note\*\*\*All requests for Graphic Design work must have prior approval from your Ministry Leader. Any requests that do not have the required approval prior to submission will not be honored. Completed request forms and accompanying materials must be sent to*** [***Connect@msbcmd.org***](mailto:Connect@msbcmd.org) ***for fulfillment. The 5-10 business day delivery timeframe begins upon receipt of the completed request.***

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Date Requested:Click or tap to enter a date.Connect Member: 

Deadline:Click or tap to enter a date.Email Address: 

Rush Delivery date:Click or tap to enter a date.Contact Number: 

Requester/Ministry Lead:\* Email Address: 

Ministry Name: \*Ministry Leader: \*

Amount Budgeted for Graphics design work: \*

Official Title of Event:\* Event Location or Address: \*

 

Description Of The EventAs You Would Like It To Appear On The Banner/Flyer**: \*** 

Date of Event: \* Start time: \* End time: \* Where/Who to call for more information? \*

   

Is there a speaker? \* If a speaker - who? IncludeIs registration required? \* Is there a cost? \*

credentials to be listed on flyer: \*

YES

NO

YES

NO

YES

NO



 Please list any event sponsors that need to be included and indicate if you have a file with their logo. NOTE - The person assigned to your request will contact you for the images: \*

 Who is the audience – church members, community, others? \*

YES

NO

Will this information need

to be added to social media

or to the church website

calendar of events? \*

YES

NO

Will a photo or other graphic need to be included in this flyer?\*

YES

NO

If a photo/image is required do you have a photo/image specific to this event? NOTE – If you answered yes and have not submitted photo/image with your initial request, delays may result

should the designer assigned to your request need contact you for the photo/image**\***

**MEDIA TYPE**

BROCHURE

FLYER

INVITATION

PROGRAM BOOK

POSTER

BANNER

COVER PAGE

**COMMUNICATION MEDIUM**

WEBSITE

FACEBOOK

INSTAGRAM

**DELIVERY METHOD**

PRINTED

PDF

CD/DVD

***Please allow 5-10 business days for delivery of Graphic Design.***