



Chain of Lakes Event Marketing and Communications Form

Use this form to request written &/or electronic promotional materials for an event/activity or news

Date Submitted: _____ Submitted By: _____

Type: Community Event Small Group Fellowship General Publication Other _____

Purpose of the Event: Outreach Internal Special Occasion Other _____

Event Name: _____

Date of Event: _____ Time of Event: _____

Event Location: _____

Childcare provided: Yes No

Organizer/Contact for Event: _____

Phone: _____ Email: _____

Secondary Contact: _____

Phone: _____ Email: _____

Select the promotional material needed below.

1st column includes materials with a cost; include the amount that was budgeted

Submit form 2 months prior to event for design, production & mailing		Submit form at least 2 weeks prior to event to ensure timely promotion
Flyers at Church (8.5" x 11")		Announcement in Bulletin
Yard Signs	Budget \$	Email Announcement/Invitation
Postcards or Letter	Budget \$	Post on Website
Postage for Postcard or Letter	Budget \$	Facebook Post on Chain of Lakes
Door Hangers (distribution organized by event team)	Budget \$	Facebook Event on Chain of Lakes
Banners Edison 125 th Ave NE Davenport	Budget \$	Community Calendars
Letter Sign- 125 th Ave NE Davenport	Budget \$	Communication Card sign up
Facebook Boost	Budget \$	
Video	Budget \$	
Press Release		



Describe the Event (to include what will be occurring, cost, registration needs, age range, etc.):

Comments (include a schedule of desired promotion dates):

Key Messages:

- If you have a tagline you want to use, please include below. Example: "Meet New Friends?"
- Need help? Tell us the key points you wish to communicate to the community.

Email completed form to info@colpres.org, or print and bring to the office if you prefer.

<p>For Office Use Only</p> <p>Initials: _____</p> <p>Received Date: _____</p>
