



**GREATER MOUNT ZION CHURCH
PUBLIC RELATIONS EVENT REQUEST FORM**

MINISTRY & DATE:

Ministry Name _____ Date Requested _____

EVENT INFO:

Event Title _____ Date of event _____

MINISTRY POINT OF CONTACT:

First, MI, Last _____ Title _____ Phone No. (please provide home # and cell #) _____

EVENT SCRIPTURE(S):

Supporting Theme Scripture _____ How many are you expecting to attend this event? _____

VISION/PURPOSE/OBJECTIVE/MISSION (Describe in 5 sentences or more):

What is the mission, objective for this event?? How will this event benefit the body of Christ? Is this a fundraiser or Soul winning event?? How do

you see God moving in this event? Who is this event geared towards (women, children, men)?

EVENT BUDGET:

If over \$25, provide **budget** with GMZ Finance **approval signature** or Requesters Credit Card No. for billing purposes. Finance Signature _____

SPECIFIC PR NEED:

Mailers _____ Flyers _____ Postcards _____ Written Article or Tickets _____

ELECTRONIC OR PRINTED:

Will you need a printed or electronic version or both of the above?? If printed, provide the quantity needed; if electronic, provide email delivery address. Are you including photos on your marketing material? If so, email to **tdesignsbystacey@comcast.net** or delivery to PR ministry for scanning.

DATE DUE:

Date you will need the requested material delivered to you. Please provide physical address of delivery. _____

MINISTRY LEADER SIGNATURE:

Requester's Signature _____ Date _____

ADMINISTRATIVE USE ONLY

FINISHED PRODUCT ON FILE:

Yes _____ No _____ Date _____

RELEASE SIGNATURE ON FILE:

Yes _____ No _____ Date _____

PROJECT SUMMARY NOTES:

CLOSE OUT SIGNATURE

PR STAFF MEMBER ONLY _____