Allen Chapel AME Church, Silver Spring, MD

Flyer Creation and Approval Request Form

Date of Request: _____

Requesting Ministry Head/Commissioner: _____

Phone Number: _____Email Address: _____

(Note: Only the current Ministry Head or the Steward Commissioner can request a flyer. Please provide a phone number and email address where you can be reached in the event more information is needed.)

Date of Event: _____

(Note: Please submit your request <u>at least 60 days</u> prior to the date of the event, to allow enough time for processing.)

Ministry/Organization Sponsoring Event: _____

(For example, Missionary Society or Women's Ministry, etc. If the request is for a church-wide event, write "Church." If no ministry is involved with this request, write "N/A.")

Place an "**X**" on the line for each service requested:

_____Flyer Creation* *(Church-wide events only)*

_____Flyer Approval** *(Only select this line if you are submitting* flyers for approval that have been created by you or your ministry.)

Please describe your flyer request in further detail below:

_____

_____

Does your flyer need to incorporate a picture of a person (e.g., a speaker or singing group)? If so, please attach an electronic version of the picture that you would like to use on the flyer or provide a link where the picture can be downloaded. _____

*Please note that flyers created and reviewed by the Communications Ministry (CM) are for church-wide events only. All flyers will include the church's name, address, website, Pastor's name, and website by default.

All printed material related to church-wide events and activities must be approved by the Communications Ministry **<u>before distribution</u>.

NOTE: Please allow 4 weeks for processing of your request.

Please email the completed form to ksyeed@aol.com.

Once your completed form has been received by the Communications Ministry, you will be notified via email.

You will receive another email confirmation once your request has been completed, along with a finalized copy of your flyer attached for distribution.

Revised February 13, 2024