



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 at least 60 days 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 before distribution.**

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

**Please email the completed form to [Fredwallacechurch@gmail.com](mailto:Fredwallacechurch@gmail.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 August 7, 2022*