

First (Scots) Presbyterian Church
PUBLICATION REQUEST FORM

(IF PRINTING COSTS APPLY, THE APPROPRIATE BUDGET WILL BE BILLED ACCORDINGLY.)

REQUESTED BY: _____

REQUESTOR'S PHONE #/EMAIL: _____

EVENT NAME: _____ **EVENT LOCATION:** _____

EVENT DATE: _____ **EVENT TIME:** _____

PUBLICATION REQUESTED	PUBLICATION DATES REQUESTED	OTHER PUBLICATIONS
-----------------------	-----------------------------	--------------------

<input type="checkbox"/> BULLETIN <div style="border: 1px solid black; padding: 2px; margin: 5px 0;">Due Monday at 5:00 pm</div> <input type="checkbox"/> KIRK NEWS <div style="border: 1px solid black; padding: 2px; margin: 5px 0;">Due Monday at noon</div> <p style="font-size: small;">(Submissions are run twice though not necessarily consecutively.)</p> <input type="checkbox"/> WEB UPDATES <p style="font-size: small;">Web updates are made on Monday. Please submit all changes on Friday. Whenever possible, please specify web page, tab, and/or link to be changed.</p> <p>WEB CHANGES AS FOLLOWS:</p>	<input type="checkbox"/> DATES: _____ _____ <input type="checkbox"/> DATES: _____ _____ <input type="checkbox"/> DATES: _____ _____
---	---

CHURCH OFFICE STATIONARY

PEW ENVELOPES QUANTITY: _____

MAILING ENV. QUANTITY: _____

FRIENDSHIP PAD QUANTITY: _____

NOTE CARDS QUANTITY: _____

BROCHURES
 PLEASE NOTE WHICH BROCHURE, QUANTITY NEEDED, AND IF CHANGES ARE NEEDED.

POSTERS/FLYERS
 May be submitted ready to print in publisher or pdf format, or may be requested to design. If requesting a poster to be designed, please include the following: Event/Occasion, Date, Time, Location, Cost, Contact Information, and any additional details.

Please allow one week for approval, printing & distribution. If design is required, please allow one additional week.

All submissions are due in writing & may be emailed to publications@first-scots.org

ARTICLE TO READ AS FOLLOWS: (IF MORE SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM OR INCLUDE AN ATTACHMENT.)

FOR OFFICE USE ONLY

Approved by: _____ Date Approved: _____

Confirmation email sent to requester by: _____ Date Sent: _____

Copies to: Bulletin _____ Kirk News _____ Web _____ Poster/Flyer _____ Other _____