

# Westminster Presbyterian Church MEDIA REQUEST FORM

DATE:

Project name:

Project manager:

## PROJECT DETAILS:

Date, time, place of event & RSVP date:

Contact name(s), ph #, email address:

Summary of copy content:  copy on back  copy attached on separate sheet

Registration details: (Ex: name, email, guest names, ages, childcare, payment details, cost....)

Design details:

## MEDIUM:

Card – 5 x 4.25

Flyer – 5.5 x 8.5

Poster – 8.5 x 11

Poster – 11 x 17

*Need by:*

Email blast to:

*membership*

*other group*—

*Send date:*

Website post

*Post date:*

Facebook/Instagram Poster

*Post date:*

Name Tags

*Need by:*

Other—