



MINISTRY Promotion Request Form

Use this form for: Sunday Bulletin Flyer Information, Lobby Tables, Short Video Announcement by our Video Crew

IMPORTANT – PLEASE READ BEFORE FILLING OUT FORM:

1. This request will cover bulletin flyer information, lobby tables and a short video announcement by our video crew. If you wish to have a separate video that will include yourself or others, please fill out a video promotion form.
2. This application needs to be approved by our administrative staff.
3. Candlelight requests at least (4) weeks prior notice for all advertisement or we cannot guarantee promotion.*
4. After you complete this form, please return to Darla Erickson.

Today's Date: _____

Last Name: _____ First Name: _____

Phone #: _____ Cell #: _____ Email: _____

Are you a member of Candlelight: Yes No

Please answer questions below:

Ministry Event: _____

Date(s) of Event: _____

Dates you wish to advertise your ministry (3 weeks maximum. You may have up to 3 dates to advertise or less)

1st Date (kick-off): _____ 2nd Date: _____ 3rd Date: _____

Do you need a table(s) in the lobby? Yes No If yes, how many? _____

Do you need any other rooms in the building besides the lobby? Yes No If yes, please fill out a facility request form and return it along with his form.

Would you like a short video announcement by our own video crew? Yes No Please note: If you or others wish to be in a longer video, please fill out a video promotion form. Otherwise, our video crew will videotape a short announcement of your ministry.

Please give details regarding your ministry promotion for the Sunday bulletin flyer & short video announcement. Attach any information to include in the bulletin flyer, or explain your request below.

***DISCLAIMER:** Once this form is approved, every effort will be made to accompany your request to your specifications by the date(s) requested. We have a limited amount of space in the lobby for tables and in our bulletin flyer for advertisement. If this form is turned in late and there are other ministry requests that supersede this one, we cannot guarantee promotion.

Print Name

Signature of responsible person

-----Official Use Only-----

Received By: _____

Date Received: _____

Approved By: _____

Date Approved: _____

Not Approved By: _____

Date Not Approved: _____