

# MEDIA REQUEST FORM

Please email all requests to **media@millbrook.cc**

DATE

## NEW/ UPDATED PROJECTS

All requests must be approved by the Media Ministry before a project can begin. Initial design can take 3-4 days for completion, **please plan accordingly. All text should be proofed for correct spelling, grammar, punctuation, dates, times, locations, etc. for each project and before final approval via email.** Thanks!

## PREVIOUS PROJECTS

For EXACT reprints of previously created projects, please send an email to **media@millbrook.cc**. **Include the following in the email: Project Title • Color or Black & White • Quantity**

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**NAME**

**PHONE**

**EMAIL**

**MINISTRY**

**PROJECT TITLE**

### GRAPHIC DESIGN ONLY (Full Color)

1/4 page Aiken Standard Ad	Color	B/W	Date(s) to Run Ad
1/2 page Aiken Standard Ad	Color	B/W	Date(s) to Run Ad
Facebook Event Header	Completed	Project Date	
Instagram/ Twitter	Completed	Project Date	
Ministry Website Header	Completed	Project Date	
Planning Center Registration	Completed	Project Date	
ProPresenter Slide	Completed	Project Date	

### GRAPHIC DESIGN & PRINT (In-House)

Brochure 8.5x11	Color	B/W	Quantity	Completed Project Date
Business Card 2x3.5	Color	B/W	Quantity	Completed Project Date
Flyer 8.5x5.5	Color	B/W	Quantity	Completed Project Date
Flyer 8.5x11	Color	B/W	Quantity	Completed Project Date
Postcard 4.25x5.5	Color	B/W	Quantity	Completed Project Date
Poster 11x17	Color	B/W	Quantity	Completed Project Date

### GRAPHIC DESIGN & PRINT (Out-source - Allegra)

Foamboard 32x40	Color	B/W	Quantity	Completed Project Date
Vertical Banner 30x84	Color	B/W	Quantity	Completed Project Date

## **PROJECT DETAILS**

Please include all necessary details for your project. If you have a sample graphic in mind, please attach picture or include corresponding web link in email.

EVENT NAME

DATE/ TIME

LOCATION

DESIGN THEME OR DIRECTION (if applicable)