



PROMOTION REQUEST FORM

*Submit this form a minimum of **five weeks** prior to the start of your program/event.*

*In order to ensure appropriate time to create graphics, media, and copy, we require at least **two weeks** prior to the start of your promotion. Promotions generally run for three weekends prior to your program/event date— equaling five weeks. Video Production requires a minimum three-month lead time. Requests made for videos within that timeframe will be considered on a case by case basis.*

Before you make a Promotion Request, ask these questions:

- *Have you received approval from your ministry Pastor or Director?*
- *Have you allowed adequate time for the communication process to be accomplished?*
- *Have you reserved your room with the Church Office? churchoffice@mountainviewlife.org or (360) 943-0795*

First Name: _____ Last Name: _____

Email: _____ Phone: _____

What Ministry department is responsible for this promotion: _____

Ministry budget line for promotion expenses: _____

Official name of program/event: _____

Start Date: _____ Start Time: _____ End date: _____ End time: _____

Describe your target audience. *(Please be as specific as possible.)* _____

Description of program/event. *(Use this space to cast vision– Why should people be interested? How will it benefit their faith?, etc.)*

Office Notes	Date Received: _____
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