



Graphic Design / Communication Request Form

Elder Amandala Courtenay, Communications Director

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Please be advised that this Form is for the request of ministry items for day-to-day ministry. Approval of your request for design/communication must be signed by your Pillar Coordinator, who has the Executive Pastor sign off and submits it to the Communications Director before work begins.

MINISTRY AREA:		Contact Phone #(s):	
LEADER'S NAME (Requester) :		Email:	
PILLAR COORDINATOR'S NAME:			
ITEM TYPE: <input type="checkbox"/> Flyer (8.5x11) <input type="checkbox"/> Postcard (4x6) <input type="checkbox"/> Brochure <input type="checkbox"/> One Call Now <input type="checkbox"/> Photography <input type="checkbox"/> Other _____			
TYPE OF REQUEST (Check <input checked="" type="checkbox"/> Box): →		DESIGN / PRINT	EDIT / PRINT
NUMBER OF PRINTS REQUESTED: →			(RE)PRINT ONLY

DESCRIPTION OF ITEM(S) NEEDED: <i>(Please be specific for special requests and details)</i>	
Title of the Event :	
Location/Address (City, State, Zip) :	
Event Day, Date & Time :	
Contact Name & Phone # :	
Additional Details :	

DATE SUBMITTED BY MINISTRY LEADER TO PILLAR COORDINATOR:	
COORDINATOR'S SIGNATURE:	DATE:
EXECUTIVE PASTOR'S SIGNATURE:	DATE:
DATE DELIVERED TO COMMUNICATIONS DIRECTOR:	
EXPECTED DATE OF DELIVERY: (Based on Date delivered to Communications Dir.)	DATE DELIVERED:

- Please note that requests for New Designs require a 2 week turn around before the start of your Event Promotion. (Event Promotion is getting the word out at least 30 Days in advance of the Start Date of your events.)
- Item(s) on file requiring Editing, require a 5-business day turn around.
- Item(s) requested as Reprint Only require a 24-hour business day turn around. (If the Form is submitted on Mon.-Wed.)

This Form is primarily for black and white/color paper prints. Thanks in advance for your cooperation. 😊