

Today's Date: _____



Merge Marketing and Promotional Information Sheet

Fill out the following information on marketing your event at Christ United Methodist Church and please be as detailed as possible.

Your Contact Information

Name: _____

Phone: _____ Email: _____

General Information: Fill out as much detail as possible, the more the better

Name of Event or Promotion: _____

Relevant Date(s): _____ Relevant Time(s): _____

Marketing Description/Vision: (Please use adjectives!) _____

Marketing Materials:

Please list any materials (include quantities) you know you already want the team to work on:

Budget Information:

If you have a budget for marketing this, please tell us! \$ _____

Deadline Information:

Please allow at least six (6) weeks for marketing materials to be drafted, developed, presented to you and approved.

MEETING ATTENDENCE: After submitting your form, please arrange to attend one of our team meetings, which are typically the first and third Monday of every month at 7 p.m. E-mail Jennifer Sellers, Marketing Team Leader, at sunluv72@yahoo.com for details.