

First (Scots) Presbyterian Church

PUBLICATION REQUEST FORM

(IF PRINTING COSTS APPLY, THE APPROPRIATE BUDGET WILL BE BILLED ACCORDINGLY.)

All submissions are due in writing or may be emailed to Communications@first-scots.org with the following information included.

REQUESTED BY: _____

REQUESTOR'S PHONE #/EMAIL: _____

EVENT NAME: _____ EVENT LOCATION: _____

EVENT DATE: _____ EVENT TIME: _____

PUBLICATION REQUESTED	PUBLICATION DATES REQUESTED	OTHER PUBLICATIONS
<input type="checkbox"/> BULLETIN	START DATE: _____ END DATE: _____	BROCHURES <i>For print only jobs, note how many copies are required. If a design needs to be made, please email communications@first-scots.org to schedule a meeting.</i> COPIES: _____ POSTERS/FLYERS <i>May be submitted ready to print in publisher or pdf format, or designs may be requested. If requesting a design, please include the following along with the information on the top of this form: Size of poster/flyer, Cost, Contact information, and any additional details.)</i> SIZE <i>If desired size exceeds our printing capabilities, email communications@first-scots.org to discuss offsite printing. Billing applies.</i> 8.5x11 <input type="checkbox"/> 11x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> OTHER: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><i>Please send at least five days before publication to allow for approval, printing, and distribution. If design is required, please allow one week.</i></div>
<input type="checkbox"/> KIRK NEWS	START DATE: _____ END DATE: _____	
<input type="checkbox"/> WEB UPDATES <small>PLEASE SPECIFY WHAT PAGE, TAB, AND/OR LINK YOU'D LIKE TO CHANGE.</small>	START DATE: _____ END DATE: _____	
<input type="checkbox"/> SOCIAL MEDIA POST <small>DUE TWO DAYS BEFORE PROPOSED POST DATE AT NOON</small>	POST DATE: _____ FACEBOOK <input type="checkbox"/> INSTAGRAM <input type="checkbox"/>	

**ALL REQUESTS ARE DUE BY MONDAY AT NOON UNLESS OTHERWISE STATED.
SUBJECT TO STAFF APPROVAL AND SPACE CONSTRAINTS.**

Photos to be included with publication/post must be uploaded to the Dropbox folder using this QR code. Please rename images to match event name. If more than one image is uploaded, please number them, (e.g. Youth Fundraiser_1).



ARTICLE/CAPTION TO READ AS FOLLOWS: (IF MORE SPACE IS NEEDED, PLEASE EMAIL FULL ARTICLE TO

COMMUNICATIONS@FIRST-SCOTS.ORG.)

FOR OFFICE USE ONLY

Approved by: _____

Date Approved: _____

Confirmation email sent to requester by: _____

Date Sent: _____

Copies to: Bulletin _____ Kirk News _____ Web _____ Poster/Flyer _____ Other _____