



**DUTILH
CHURCH**
A Loving Community

REQUEST FOR DISPLAY IN GREETING AREA/MARKETING HELP

Name: _____

E-mail: _____

Phone: _____

Name of Ministry Group, Small Group, or Service Team:

Please describe the event or information you would like to promote:

Please explain your marketing needs and the dates you would like each method to start and finish:

NOTES:

Please see "Marketing Options" document to help explain what marketing tools are available to Dutilh Church ministries and organizations.

Please see the reverse side of this form for examples of how to complete the form.

SAMPLE REQUEST 1

Name: John Wesley

Email: [Primitive Physick@gmail.com](mailto:PrimitivePhysick@gmail.com)

Phone: 724-555-1234 (cell)

Ministry Team: Faithful Followers

Event: Fellowship cruise on the Gateway Clipper, April 23, 5:00 p.m. – 7:00 p.m. Message: Join us downtown for a wonderful evening of food, fellowship, and fun as we watch the sun go down and see the sights of Pittsburgh! All are welcome. Cost is \$23/person; snacks are provided.

Marketing Needs:

- Please advertise event in the church bulletin and sanctuary slides starting the first week of April and ending after the weekend of April 21 (April 7, 14, & 21).
- Please make a verbal announcement during services the weekend of April 21.
- Please reserve space on the information table for an 8.5x11" poster and a sign-up form.

SAMPLE REQUEST 2

Name: Susanna Wesley

Email: MomofaRockStar@comcast.net

Phone: 724-555-1234 (home)

Ministry Team: Food Ministry

Event: Christmas Food Drive, December 1 – 23

Marketing Needs:

- Please advertise event in the church bulletin and sanctuary slides starting the first week of December and ending after the weekend December 21 (December 1, 8, 15, & 22). Begin advertising on December 1; collection bin and display will be in place for December 8, 15, and 22)
- Please make a verbal announcement during services the weekends of December 15 and 22.
- Please reserve display space for a big blue board and tripod in the greeting area, along with a collection bin, for the weekends of December 8, 15, & 22.
- Please do a Facebook post (reminder) during the week of Dec. 15.