

This form is to be completed prior to initiating any "Project" at Point of Grace Ministries. If you have any questions or require assistance in filling out the form, please contact either Natalie Ballenger or Barry Bailey. This information will help give us an understanding of your project and ensure a more productive effort. Please allow adequate production time! Depending on the complexity of your project and current workload, it could take several weeks to complete your project.

Definition of a Project:

A project requiring this form typically is anything that will be used to promote or assist a specific ministry, event or the church to the congregation or community.

Step One:

Fill out this application completely as it pertains to your project request at least 4 weeks prior to the requested delivery date. **If a request is turned in with less than 4 weeks preparation time, it will most likely be denied.** Project coordinators will approve and schedule projects based on application submission queue and available production time.

Step Two:

After receiving the completed application, project coordinators will create a Project Outline. The Project Outline will specify requirement and responsibilities, research and resource information, assignment deadlines (which may include assignments for the requestor) and a project completion date. This outline must be approved by the Pastors and/or pertinent staff.

Step Three:

The project requestor will receive the Project Outline for review and approval. The Project Outline must be approved by the project start date as declared in the Project Outline. If a Project Outline is not approved and returned within the allotted timeframe the requested project may be unachievable during requested timeframe and can be cancelled, for this reason.

Approval Information (Office Use Only)	
Project Name: _____ Project Manager: _____	
Project Priority: Urgent High Moderate Low	<input type="checkbox"/> Step One Complete Date: _____
Scheduled Delivery Date: _____	<input type="checkbox"/> Step Two Complete Date: _____
	<input type="checkbox"/> Step Three Complete Date: _____
Approval: _____ Approval Date: _____	

Part I: Requestor Information
Requestor Name: _____ Ministry/Department: _____
Daytime Phone: _____ Email Address: _____
Person with Final Approval Authority (if different from requestor): _____

Part II: Project Information

1. Requested Delivery Date: _____ Note: If requesting printed promotional materials, the requested delivery date should be at least 2 weeks prior to any event.

2. What type of Media are you requesting?

Advertising

- Billboard
- Brochures for Distribution
- Magazine/Newspaper Ad
- Radio Ad or PSA
- Video announcement screen
- TV Ad or PSA
- Scripts/Storyboarding

Artwork Graphics

- Logo Design
- Merchandise Artwork (tshirts, bags, etc.)
- Photography
- Other: _____
- Graphical Ad for Screen
- Power Point Presentation
- CD/DVD labels and/or case covers

Print Projects

- Booklet or Booklet Cover
- Program Brochure
- Business Cards
- Direct mail postcard
- Flyer
- Information Card/Forms
- Invitation
- Letterhead/Envelopes
- Poster
- Paper Banner or Sign
- Vinyl Banner or Sign

Video

- Video recording/editing
- Video DVD mastering/duplication
- Audio recording/editing
- Audio CD mastering/duplication
- Graphic Animation Design
- Video motion Ad for screen
- Video Event Introduction

Web

- Banner Ad
- Detail Ad Page (access by banner)
- Calendar Addition
- Registration Form
- Registration Form with Purchase
- Additions/Changes to web content
- Administrative Web Tool
- E-Newsletter/E-Flyer Event Promotion

Writing

- Event Description/Promotion
- Radio/TV Ad script
- Theme or tagline

3. If you are requesting a project that will assist in the promotion or marketing of an event, have you submitted a Event Request Form and received an approved date for the event on the church calendar?
Yes / No

4. If doing an elaborate video project (i.e. requiring off-campus shoots, professional/non-professional actors, special props and/or wardrobe needs), do you have funds budgeted/approved for this production? Yes / No

Please list any materials or individuals you already have allotted to this production and their purpose?

5. If you are advertising or announcing an event, do you have a typed, emailable description of the event? Yes / No **If no, do you need assistance with creative writing?** Yes / No

6. If CDs or DVDs will be produced, do you know the quantity needed? If so, how many? _____

7. If print materials, such as flyers or brochures, are being produced, do you know the quantity needed? If so, how many? _____ . Where and how will these be distributed?

8. What materials, if any, will you be providing us to assist in this project?

Part III: Project Details

1. Describe the project's purpose.

2. What do you hope to accomplish with this project?

3. How do you see this media enhancing your event, ministry or the church?

Requestors Signature

Date of Request