



## Event Media Request Form

(Submit one month prior to publication start date)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone#: \_\_\_\_\_

Contact email: \_\_\_\_\_

These are to be publicized in the following ways:

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> CCC Website                | Publication Date: _____ |
| <input type="checkbox"/> CCC FaceBook Page          | Publication Date: _____ |
| <input type="checkbox"/> Sunday Bulletin            | Publication Date: _____ |
| <input type="checkbox"/> Sunday Announcement Slides | Publication Date: _____ |
| <input type="checkbox"/> Press Release              | Publication Date: _____ |
| <input type="checkbox"/> FaceBook Go Live           | Publication Date: _____ |

All Content and graphics/images are to be turned in via email to [admin@cccwv.org](mailto:admin@cccwv.org) or by submitting a flash drive three weeks prior to advertising start date.

Graphics/Images need to be in jpg, png or tiff format.

Image sizing needed for...

- Website - 1100 x 400
- Facebook - 1200 x 900 (only 20% can be text)
- Bulletin - 100 x 100
- Announcement slides - 4096 x 3072

I do not want an image. I have content only.

Form Received By: \_\_\_\_\_ Date Rcvd: \_\_\_\_\_

- |  |           |             |
|--|-----------|-------------|
| <input type="checkbox"/> Content Received          | By: _____ | Date: _____ |
| <input type="checkbox"/> Graphics/Images Received  | By: _____ | Date: _____ |
| <input type="checkbox"/> Content Forwarded         | To: _____ | Date: _____ |
| <input type="checkbox"/> Graphics/Images Forwarded | To: _____ | Date: _____ |