

Communications PROJECT REQUEST FORM



TODAY'S DATE: ___ / ___ / ___

PROJECT NAME _____

PROJECT DETAILS

Ministry Name: _____

Contact: _____

Email & Phone (w/extension): _____

Date(s) of Event: _____

Preferred Deadline: _____

Budget: (Signed Purchase Order from Finance must be presented with this request if it involve a purchase of specialities or other outsourced items. _____

GOAL(S)

This information will be used at the beginning of the project to determine necessary tools. At the end of this project, this information will be used to evaluate the process and identify areas of improvement and success.

To be successful, this project must: (explain goal in measurable terms) _____

CONCEPT/THEME/BIG IDEA/MORE DETAILS

What ideas do you or your team have in mind? What will make your project original, relevant and memorable? Why should someone participate? The more you tell us, the better we understand _

Who is your audience? Who do you want to reach? (Note: "Everybody" is not an appropriate response) _____

Which part(s) of TVBC's purpose will this project fulfill (Saving the Lost? Discipling the Saved?)

Event theme? _____

Key verse(s) related to the event (Include Translation Preference)? _____

CONTENT

Submitting content is crucial to the success of this project. Attach everything you have (using the checklist below as your guide). Check the media you're using to submit materials.

Refer to your project name on all pieces.

Text/copy (email/disk/CD) Photography (email/disk/CD)

Logo (email/disk/CD) Other (email/disk/CD) Art (email/disk/CD)