

# COMMUNICATIONS REQUEST FORM

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Project has PRIOR approved by Ministry Pastor:     YES             NO

Ministry Pastor's Approval Signature/Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ (see back of sheet for required lead time)

Contact Information (Email, Phone #): \_\_\_\_\_

Ministry: \_\_\_\_\_

Publication Release Date: \_\_\_\_\_

Ministry Budget Money Allotted for this Project\*: \_\_\_\_\_

Target Audience (Check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Barrington Community                   | <input type="checkbox"/> VCB Youth (6th—12th grades)  |
| <input type="checkbox"/> VCB (All Church)                       | <input type="checkbox"/> VCB Children (Ages 0—5th grade)  |
| <input type="checkbox"/> VCB Men                                | <input type="checkbox"/> VCB Non-attending Visitors (ie MOPS, TWBS, AWANA, Heart, Classical Consortium, etc.) |
| <input type="checkbox"/> VCB Women                              | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> VCB Young Adults (Ages 18—20something) |   |

Optional—Design Ideas (If logos or specific pictures are requested, please submit them on a cd or jump drive with this form). \*Note: Graphics need to be of sufficient quality for reproduction.\*

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Communication Medium(s) Requested (see back for options): Quantity: \_\_\_\_\_

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Please attach a sheet with desired content for your piece. Please remember to include dates, times, locations and important details of your event or ministry. Content submitted must be in its final form. Submit completed form to Mailbox #22 (Catie Lachel).

\*If no Ministry Budget Money is allotted for this project, we cannot guarantee production. Project will be taken under consideration by the Communications Pastor and Team.

Over 

## Communication Piece Options

<b>Audience: Barrington Community</b>		
<b>Communication Medium</b>	<b>Approximate Cost*</b>	<b>Required Lead Time</b>
Banner	\$200 (per 2)	4 Weeks
Posters (11"x17")	\$60 (per 50)	4 Weeks
Mailing—1 Mile Radius (1,523 homes)	\$750 (Postcard) \$1,400 (Tri-fold brochure)	5 Weeks
Mailing—2 Mile Radius (5,389 homes)	\$2,300 (Postcard)	5 Weeks
Newspaper Ad	\$78—\$624 per week (depending on size)	3 Weeks
Radio Spot/K-Love (Free events only)	FREE	4 Weeks
Web Page on www.vcbweb.org (Visitor's Side)	FREE	2 Weeks
Barrington Chamber of Commerce Calendar Entry	FREE	3 Weeks
<b>Audience: Church-wide</b>		
<b>Communication Medium</b>	<b>Approximate Cost*</b>	<b>Required Lead Time</b>
Brochure—Information Racks	\$0.65 each (Printed out of house—Highest Quality) \$0.20 each (Printed in house—Medium Quality) \$0.02 each (Printed in house—Lowest Quality)	4 Weeks
Bulletin Insert	FREE	2 Weeks
Poster (22"x28" fits in metal sign holder)	\$10 each	4 Weeks
Poster (11"x17")	\$30 (per 25 printed out of house) \$0.10 each (Printed in house)	4 Weeks
Banner (42"x72")	\$60 each	4 Weeks
Mailing—VCB Mailing Lists (# as of 9/09) (360 homes—All Church) (285 homes—Men) (328 homes—Women) (88 homes—Young Adults) (81 homes—Youth) (153 homes—Non-attending Visitors)	\$0.33 each (Postcard—Medium Quality) \$0.29 each (Postcard—Lowest Quality) \$0.46 each (2 Sided Letter or 8 1/2 x 11 Flyer)	3 Weeks
Web Page on www.vcbweb.org (Members & Attenders Side)	FREE	2 Weeks
Announcement Slide	FREE	1 Week

\*Costs are approximate and are subject to change

Revised 9/1/2009