



**WEST POINT** EST. 1917  
**MISSIONARY BAPTIST CHURCH**

## Public Relations Service Request

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Event being publicized: \_\_\_\_\_

Date of event: \_\_\_\_\_

Place of event: \_\_\_\_\_

Time of event (From-To): \_\_\_\_\_

Number of people expected at event: \_\_\_\_\_

Age group of attendants of event: \_\_\_\_\_

Theme of event: \_\_\_\_\_

Colors: \_\_\_\_\_

Services(s) Requested: (weeks notice required)

Flyer (3 weeks)  Tickets (2 weeks)  Radio Spot (4 weeks)

Ad Book (1 month)  Poster (3 weeks)  Newspaper (2 weeks)

Date print media needed:

\_\_\_\_\_

Use the space below to write or draw any ideas you want included or considered for the service you requested.

RETURN COMPLETED FORM TO: PR MINISTRY

For PR Ministry Use Only

Service Request Rec'd On \_\_\_\_\_ By \_\_\_\_\_ Service Completed On \_\_\_\_\_