



Advertising/Announcement Request Form

Please note:

- *Requests must be made at least 2 weeks in advance.*
- *Approval of request may be impacted pending other events. We operate advertising on a first come, first serve basis.*
- *If you have any questions please call 409.892.8475.*

CONTACT INFO

Contact Name:

Contact Email:

Contact Phone:

Department

EVENT / MINISTRY INFO

Event / Ministry Name:

Date of Event	Event Start Time:	Event End Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Location of Event / Ministry

Website of Event / Ministry

For more information - if applicable.

Event Details / Ministry Description

We will try to stick closely to the verbiage you submit, please proofread your content before you send.

ADVERTISING INFO

Which platforms would you like to advertise on?
Select all that apply.

- Video Announcements Website Social Media Text Message

Advertising Begin Date:	Advertising End Date:
<input type="text"/>	<input type="text"/>

Preferred Frequency of Advertising

Please note - this may be affected by other events needing to be advertising.

Once Twice Weekly Until Event

GRAPHICS / MEDIA INFO

* Please Note: for us to post media on our website that is created by someone else, we will need permission by the author or seller to do so.

Do you need a graphic displayed for your event/ministry?

Yes No

If yes...

Do you have the files, or do they need to be created?

Yes, I have them. No, they will need to be created.

Will these graphics be created in-house or outsourced?

In-House by Media Team* In-House by Department Outsourced

*Please complete the "Media Project Request Form."

Please email graphics to media@icathedral.org and reference this form. (File limit of 2MB).

Is there additional information we need to know about this advertisement/announcement?

Let us know here: media@icathedral.org and reference this form.

Usage Policies:

1. Request must be made at least 2 weeks in advance.
2. In order to use graphics/images/videos created by someone else, we will need permission by the author or seller to display them on our website, social media, etc.
3. Requests for announcements/advertising will be approved at the discretion of the Lead Pastors, pastoral staff, and/or the Media Department.
4. Volume of requests may affect the frequency and/or the approval of this advertisement/announcement.

I have read and agree to all the usage policies.

Yes, I agree to all usage policies

Signature	Printed Name	Date Completed

Office Use Only:

Approved by:

Signature	Printed Name/Title	Date Approved