



First Presbyterian Church of El Cajon

500 Farragut Circle • El Cajon, CA 92020
619.442.2583 • www.firstpres-elcajon.org

Media Request

Let's tell everyone about your awesome event.

In order to use the fillable spaces of this form, you are required to be on Adobe Reader version 8 or higher.

Group/Committee: _____ Date Form Completed: _____

Submitted by: _____ Email: _____

Contact Person and email/phone which will be used in bulletin, newsletter, releases, etc.:

Contact Name: _____ Email and/or phone: _____

Event Name: _____

Day/Date: _____ Hours: _____

Location: _____

Is this event and promotions open to Public? Y/N: _____

If you need your graphics designed, please submit at least 30 days before the event.

Select Your Media Types	Need Design Help?	Release Date
<input type="checkbox"/> Flyer	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Sanctuary Slides	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Narthex TV	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *eBlast / mailChimp	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Newsletter	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Bulletin Insert	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Bulletin Announcement	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Pulpit Announcement	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Banner 6'x3'	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Website	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Facebook	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Instagram	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Paid Advertising	<input type="checkbox"/> Yes please	
<input type="checkbox"/> *Press Release	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Photographer	<input type="checkbox"/> Yes please	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Yes please	

*Please provide the script you want used in your verbal and written announcements.

Please complete and save the form (control S on the keyboard), and return it to the church office, office@firstpres-elcajon.org. Please attach any ideas you have, flyers, slides and any other information you would like included in your announcements.

If you have questions, or would like help with the form, please contact the office.