2/10/2016



Today’s Date

Due Date

[ ] New Submission [ ] Update Existing Event [ ] Cancel Event [ ] Change Date

**Contact Information**

|  |  |
| --- | --- |
| Director |       |
| Contact Person |       |
| Ministry |       |
| Phone |       |
| Email |       |

**Event Details**

|  |  |
| --- | --- |
| Date of Event |       |
| Theme |       |
| Colors |       |

**Project Type:**

**[ ]** Advertisement**[ ]** Brochure [ ] Flyer/Handout [ ] Postcard/Mailer [ ] Banner [ ] Program

[ ] Folders [ ] Name Tags [ ] Binders [ ] Invitations [ ] Certificates [ ] Signs [ ] Bulletin Board

[ ] Labels

**Distribution:**

[ ] Print [ ] Web [ ] e-Newsletter

**Project Details:**