



Bethlehem Baptist Church Administrative Support Request Form

(Please allow Five (5) business days to complete your request. Date submitted does not apply to the 5 business days)

Date Submitted: _____

Date Needed: _____

Requested by : _____

(If this is done electronically, your ministry leader must be on the email and acknowledge approval)

Ministry Name _____

Cluster: _____

Phone No: _____

Email: _____

Has this event been approved and placed on church calendar? Yes No

Advertisement/Publicity

Event: _____

Date & Time of Event: _____

Location: _____

Description/Purpose of the event: _____

o Where would you like for the announcement to appear?

Copying
of copies

Postcards
Quantity.

Tickets (*created & printed)
Quantity.

* Please attach what needs to be stated on your tickets

Booklets
Quantity.

Flyers (copied only)
Quantity.

Labels
Quantity.

* Please attach what needs to be stated in your labels.

Programs
Quantity.

Flyer (*created & copied)
Quantity.
* Please attach what needs to be stated in your flyer

*** Please note:**

- For Weekly Announcements and Newsletter Information Every effort will be made to publish your ministry information on the date you have requested, however if space is limited, the nearest date event will take precedence.
- All advertisements are subject to approval.
- Videos/Commercials must have approval from Dr. Baldwin prior to making your video. (If the Pastor is not available, contact your Cluster Leader.) All videos must be DVD's ONLY .
- Videos/ Commercials need to be submitted for review to the Minister of Music, Tony Griffin or the Director of Operations and Events, Netta Williams one (1) week in advance to the date of the scheduled showing.
- The Minister of Music or the Event Planner will deliver the video/commercial to the sound ministry. Videos/Commercials must be kept between 30 to 60 seconds.
- (This does not apply to videos/commercials used during anniversaries or special events. This only applies to Video/Commercial spots shown during worship service.)

For Office Use Only:

Completed by _____

Date ___/___/___

Has this event been approved and placed on church calendar? Yes No.