



# MONUMENTAL BAPTIST CHURCH

Rev. Dr. J. Wendell Mapson, Jr., Senior Pastor

## EVENT / ACTIVITY FLYER REQUEST FORM

**\*\*NO PROMOTIONAL MATERIALS OF ANY KIND SHOULD BE DISTRIBUTED WITHOUT COMPLETION OF THIS FORM\*\***

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

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

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_  
Day of week                      Month                      Date                      Year

Start Time: \_\_\_\_\_ Approx. End Time: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Pricing:**

Adults \$ \_\_\_\_\_

Children age \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

Children age \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

\*If there is a payment plan system in place, please specify payment dates, costs and deadline: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Event Details:** Include menu and activities planned, such as entertainments, speakers, door prizes etc. and times for activities such as dinner, bus times, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of flyers needed? \_\_\_\_\_

Is there a specific color scheme of specific photos that need to be added to flyer?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please specify / email photos to [mbcpromo1@gmail.com](mailto:mbcpromo1@gmail.com))

\_\_\_\_\_

Does this event need to be added to calendar of events on our website? Yes \_\_\_\_\_ No \_\_\_\_\_



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Would you like this event promoted on our social media pages? (Facebook, Twitter, Instagram)

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to sell tickets for your event via our church's website? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Instructions/Other Information –

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

Ministry Leader(s) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Signatures (include date):**

**Requestor:** \_\_\_\_\_

**Ministry Leader:** \_\_\_\_\_

**Creative Director:** \_\_\_\_\_

Return this form to Executive Director's Mailbox or email to [mbcpromo1@gmail.com](mailto:mbcpromo1@gmail.com)

Flyer(s) will take 1-2 weeks to complete.