

Request for Communications Ministry Project Support

Thank you for your service to Grace! The Communications Ministry Group is happy to help share the news of your good work. To best serve your needs, we ask for some information and guidance in advance. And so we have this form.

Please be brief, specific, and precise, with a complete draft of your text, approved by your ministry group; a sample or sketch of what you have in mind, if possible. If you want to include photos, please send them with copyright permission and caption information (copyright belongs to the photographer, not the person in the photograph).

And please be flexible. Many hands make light work, but none of us has many hands (yet).

This is the information that will get us started:

1. Contact name and email address
one person, please _____
2. Project name
example: Special coffee hour invitation _____
3. Total budget for project
example: \$250 _____
4. Project purpose
example: Inform & invite _____
5. Intended audience
example: Graduates & families, parishioners _____
6. Event dates, times, locations, etc., if needed
example: June 5, 12 noon, memorial garden _____
7. Desired product
example: Invitation + flyer _____
8. Suggested specifications for product
example: 25 invitation cards, 100 1-page flyers for parishioners _____
9. Desired completion date
example: 3 weeks before event _____

PLEASE ATTACH

1. Complete text, Word file preferred
approved by your ministry group
2. Any photos, with caption & copyright information
3. Sketch of desired product or sample of similar
4. Any notes you think will be helpful

Email complete request and attachments to communicationsministry@graceoakpark.org.

What happens next? The communications group will contact you with questions, if any.

You'll receive a draft (galley proof) with a request for your corrections.

Once you send it back with your corrections, we'll make those corrections.

Then you'll see a final galley proof for a last check for any glaring errors.

Once you send that back with your OK, we'll get it ready for the printer (or equivalent).

You'll see one printer's proof (or equivalent) – this is the *last chance* for corrections. Only really serious corrections are accepted at this stage, since correcting printer's proofs costs money. Once you OK the proof, your product will be sent for production.