



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 : _____ Ministry Leader's Signature: _____

Ministry Name _____ Cluster: _____

Phone No: _____ Email: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> <u>Copying</u>
of copies _____ | <input type="checkbox"/> <u>Postcards</u>
Quantity. _____ | <input type="checkbox"/> <u>Tickets (*created & printed)</u>
Quantity. _____
<small>* Please attach what needs to be stated on your tickets</small> |
| <input type="checkbox"/> <u>Booklets</u>
Quantity. _____
<input type="radio"/> Black & White
<input type="radio"/> Full Color | <input type="checkbox"/> <u>Flyers (copied only)</u>
Quantity. _____

<input type="checkbox"/> <u>Flyer (*created & copied)</u>
Quantity. _____
<small>* Please attach what needs to be stated in your flyer</small> | <input type="checkbox"/> <u>Labels Printed For</u>
<input type="radio"/> Bethlehem Baptist
<input type="radio"/> Reedy River Assoc
<input type="radio"/> Enoree River Assoc
<input type="radio"/> North Enoree Assoc |
| <input type="checkbox"/> <u>Programs</u>
Quantity. _____ | | |
| <input type="radio"/> <u>Phone Tree Announcement</u> | | |

Date of Announcement: _____

Please attach members name and phone numbers to be contacted. Please print what needs to be stated in your phone tree announcement.

For Office Use Only:

Signature of Person receiving request _____ Date ___/___/___

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

Completed by _____ Date ___/___/___



Bethlehem Baptist Church Ministry Advertisement Request Form

The purpose is to maximize your advertising resources through print, video, and radio media.
(Deadline for advertisements: One (1) month in advance of event)

Date Submitted : _____ Requested by: _____

Advertisement/Publicity

Event: _____ Date & Time of Event: _____

Location: _____

Description/Purpose of the event: _____

Where would you like for the announcement to appear?

- Church Weekly Announcements (deadline: Wednesday by 6pm)
- Inside Screens for Easy Worship (deadline: Wednesday by 6pm)
- Church Printed Calendar (deadline: 18th of the month prior to your event)
- Church Newsletter (deadline: 18th of the month prior to your event)
- LED Outside Marquee (deadline: 1 month prior to your event)
- In-house videos/commercials (deadline: 1 month prior to your event)
- E-Blast to BBC Members and RRBA (deadline: 1 month prior to your event)
- Greenville News – Religious Section (deadline: 1 month prior to your event)
(Advertisement will appear in Religious News section on Saturday)
- WJMZ – “What’s Going on in your Community” (deadline: 1 month prior to your event)
(Advertisement will be announced on Sunday mornings from 6:00am – 12:00pm and weekdays 4:00am – 6:00am)

* 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 Event Planning Coordinator, 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:

Signature of Person receiving request _____ Date ___/___/___

Placed in mailbox of: -Administrative Assistant -Event Planning Coordinator -Minister of Music -Pastor

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

Completed by _____ Date ___/___/___