

ULV REQUEST FOR MARKETING

Date of Request: _____A: Unity minister or LUT class/workshop
_____B: ULV member class/workshop, not ongoing
Name: _____C: ULV invited speaker/workshop/concert
_____D: like minded class or workshop space use, ongoing group
Event Title: _____E: space use, rental LIMITED ULV MARKETING

Brief Event Description:

Date (s):

Start Time: AM PM **End Time:** AM PM

Depending on your category of event, the following marketing may be provided through ULV. Presenters may always pursue marketing on their own. Email submission of your announcement, article, graphics and pictures are preferred and should be sent to unitylv@rcn.com. The following are acceptable formats: .jpg, .gif, .PDF, .pub, .doc (Word), PowerPoint. Content is subject to editing. All requests will be handled with prayerful consideration and decisions will be made based upon the integrity of time for Sunday celebrations, availability of space and prior commitments. Submissions by phone are not accepted.

- Bulletin (A, B, C) Platform Announcement (A, B, C, D-limited to 2X) Slide (A, B, C)
 Flyer on Bulletin Board (A, B, C, D, E) Weekly Email Update (A, B, C, D-limited to 2X, E 1X)
 Quarterly Newsletter (A, B, C, D-once) Calendar (A, B, C, D, E)

Dates to run:

(Platform announcements limited to no more than 2 times per event)

Or enter text below. If necessary, editing may take place due to space limitations.

FOR OFFICE USE ONLY

Approved by: _____ Date ____ / ____ / ____

Refer to Board for Approval (B,D, E)