

COMMUNICATION REQUEST

Preparing Info

CONTACT US:

EMAIL:

communication@stonegatefellowship.com

OFFICE PHONE:

ext. 132

REQUEST FORM:

stonegatefellowship.com/communication

MINISTRIES

- SGKids
- SGY
- MDO
- Childcare
- Men
- Women
- Missions
- Worship/Technical Arts
- Crosspower
- Fitness & Rec.
- Prayer/Care/Counseling
- Groups and Classes
- Assimilation

SUPPORT MINISTRIES

- Mobilization
- IT
- Finance
- Facilities

GLOBAL

- Stonegate Fellowship
- Midland Campus
- Odessa Campus

This sheet is designed to prepare you and your team to work alongside the communication department by giving you a consistent process to go by no matter the size of the project.

PREP

Preparing your information is vital to the success of your project. We have created a checklist of needed information on the back of this page. There is also a list of possible deliverables for you to think through. **Utilize this tool at any planning meeting to ensure that you are prepared to move forward.**

SCOPE, TIMELINES, AND COST

Our department strives to resource/support over 12 ministries, 4 support ministries, 2 campuses as well as global communication of Stonegate Fellowship. We see every idea, event, class, group and general “things” that make up who we are and what we do. With that, we recognize the gravity and importance of the smallest project that comes through our doors. Every project is important to us.

Because the scope of our what we do is large, we have developed a simple timeline and general cost sheet that will help you as you plan your projects so that we can manage the projects we have been given to the best of our abilities and within a reasonable planning timeline. (Refer to the Timelines and cost PDF)

COMMREP

We ask that every ministry assigns a Communication Representative (CommRep). The CommRep needs to be someone on your team who is empowered to make decisions with the Comm Team regarding everything from small changes to final decisions. They also fill out the Communication Request Form (Access this by visiting stonegatefellowship.com/communication).

COMMUNICATION REQUEST FORM

Once you have selected your CommRep and are prepared to fill out the information, you are ready to visit stonegatefellowship.com/communication to fill out the form. This form allows us to have a clear understanding of what you are trying to accomplish. We encourage every ministry team member to become acquainted with the form. Feel free to fill out a test form

Side Note: This is an online form and because online forms can be finicky, we recommend typing out all of your event details in a separate document and copy and paste it into the form. This will keep you from losing pertinent information due to internet outages, page refreshes or acts of the devil, who you may think lives inside of your computer ;)

OUR DESIRE

Our communication team exists to communicate information in a way that is clear, relevant and timely to those who are currently and those who have yet to be transformed by Jesus.

Communication Request Form
Graphics, Print and Web Requests

1 Contact Info 2 Request Type

Comm Rep Name
First Last

Comm Rep Email

Campus

Ministry Area

Next Page

Communication Request Form
Graphics, Print and Web Requests

1 Contact Info 2 Request Type

Type of Request

- Event promotion
- Stand-alone product(s)

When would you like these to be finished?
09 / 22 / 2016

MM DD YYYY

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Communication Request Form
Graphics, Print and Web Requests

1 Contact Info 2 Request Type

Type of Request

- Event promotion
- Stand-alone product(s)

When would you like these to be finished?
09 / 22 / 2016

MM DD YYYY

Product Name

Product Description

Attach a file
Choose File No file chosen

Next Page Previous

DATE:

COMMREP:

CONTACT INFO

- Who is the Comm Rep for this project?
- What campus does this affect? (Midland, Odessa or both)
- What ministry area is requesting?

REQUEST TYPE

- Is this an Event? if so, is it one-day or multiday?
 - One Day
 - What date is your event?
 - Beginning and End Times
 - Event Description
 - Related Files to Attach
 - Multi-Day One Day
 - What are the beginning and ends dates for your event?
 - Event Description
 - Related Files to Attach

- Is this a stand-alone project?
 - When would you like this to be finished?
 - Product Name
 - Product Description
 - Related Files to Attach

DESIRED MATERIALS

Take a look at the list of deliverables in the box to the right.

- Video
 - Custom Video (4-8 weeks)
 - Other - YouTube rip, existing video edit (2-4 Weeks)
 - Video Description
- Graphics (digital or print)
 - Digital
 - Series Graphics (4-6 Weeks)
 - Web Event/Registration (4-6 Weeks)
 - Pre-Service Slides (2-3 Weeks)
 - Social Media Graphics (1-2 Weeks)
 - Website Update (1-2 Weeks)
 - Other
 - Print
 - Books (SLO, NS) (12-16 Weeks)
 - Booklet (8+ pages minimum) (6-8 Weeks)
 - Brochure (5-6 Weeks)
 - Apparel (4-8 Weeks)
 - Banner/Signage (4-5 Weeks)
 - Handout/Postcards (4-5 Weeks)
 - Mailer (4-5 Weeks)
 - Poster (4-5 Weeks)
 - Magnet/Stickers (4-5 Weeks)
 - Landyard/Name Tag (4-5 Week)
 - Canvases (4-5 Weeks)
 - Stationary | Business Cards, Envelopes, Letterhead (1-2 Weeks)
 - Other
- Web (Wufoo, website changes, etc.)
 - Promotion on Stonegate events page (5-6 Weeks)
 - Form not requiring payment (Wufoo) (5-6 Weeks)
 - Website Update (1-2 Weeks)

NOTES:

**A note about custom videos:*

*These videos are created from scratch and require the most prep time.
We will meet with you to develop and finalize the script, shoot the video.*