



WORK REQUEST FORM

E-mail completed form as an attachment to: stacommunicationcomm@gmail.com; or deliver to Communications Mailbox in the parish library

DATE OF REQUEST: _____

DATE NEEDED*: _____

MINISTRY/GROUP: _____

CONTACT PERSON: _____

E-MAIL: _____

PHONE: _____

TYPE OF REQUEST

<input type="checkbox"/>	COLOR	<input type="checkbox"/>	BLACK & WHITE
<input type="checkbox"/>	FLYER (8.5" x 11")	<input type="checkbox"/>	POSTER (larger than 8.5" x 11")
<input type="checkbox"/>	COPYWRITING	<input type="checkbox"/>	LETTER (8.5" x 11")
<input type="checkbox"/>	PROOFREADING	<input type="checkbox"/>	LOGO/ART
<input type="checkbox"/>	BULLETIN INSERT (full-page or half-page)	<input type="checkbox"/>	OTHER

AUDIENCE

<input type="checkbox"/>	PARISH MEMBERS	<input type="checkbox"/>	GENERAL PUBLIC
<input type="checkbox"/>	STAFF	<input type="checkbox"/>	OTHER

DESCRIPTION OF WORK TO BE DONE:

(BE AS SPECIFIC AS POSSIBLE)

Begin typing description here. If more space is needed, use other side of page.

Staff approval signature _____

**Once you submit your request, we will respond within 48 hours. One of the committee co-chairs will assign a committee member to your request based on the skill set required. The time frame for completing requests varies due to the scope of each project, but we will attempt to fulfill the request within the time indicated. If more time is required, we will let you know as soon as possible.*

For Committee Use Only: REQUEST #: _____

Who we are & what we do: The Communications Committee is comprised of men and women who are employed in careers that involve marketing, design, or writing. Because of our love for Christ and His work, we donate our skills and talents to the parish.

What we do: We assist the parish ministries in their efforts to fulfill the mission of the church by providing publicity planning consultation, document or logo design, copywriting, and proofreading.

PLEASE FOLLOW THE INSTRUCTIONS BELOW

1. Describe your project as well as possible. It helps if you can include a sketch of what you have in mind, or perhaps a copy of an older document to emulate, which means you will need to bring the project materials to the mailbox for the Communication Committee in the parish library. Use of e-mail is encouraged where possible.
2. You must have the staff person who is responsible for your commission/ministry sign off on the work request for budgeting purposes.
3. If you plan to have the printing done by a local commercial printer, it is your responsibility to make contact and get estimates, etc. We can suggest the following businesses:

Sun Printing *
L & S Printing *
Rotographhics
Bartig Printing
Digicopy

* May offer a discount

Any printing costs involved should be part of your budget for the project.