Seventh-day Adventist Church
KENTUCKY-TENNESSEE CONFERENCE

Communication project request form

We are excited to help your department with their communication needs! Please print and fill out the following form so we can start the process together. When turning in the form, set aside 15-minutes to discuss the project. Prepare to talk about references, locations and sources (if applicable), potential shooting dates (if applicable), required content such as script, outlines, copy, etc.

Name

_____

Department

_____

Project type ☐ Video ☐ Photography ☐ Design ☐ Social media ad

select all that apply

Brief project description

_____

_____

Date needed

_____

Intended audience

_____

Design requests and considerations (colors, theme, icons, mood, etc.)

_____

Final form of distribution (will it be shown at an event? If applicable, will it be printed? Is it for social media, online news letter? etc.)

_____

Additional information. Is there anything else you want us to know?

_____

_____

For design, social media and photo projects: Please print and return the form to Paola Mora three weeks before in-hand date. Any information needed to complete your projects must be emailed to Paola at least two weeks prior to the requested due date.

For Video Projects: The amount of work varies by the scope of work and length of finished video. At a minimum, please print and return the form to Xander Ordinola one month prior to due date.