

## Communications Requests & Submission *Deadlines*

Download form at: <http://www.rbcpc.org/admin/forms/>

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Team Leader Approval: \_\_\_\_\_

- **RBCPC Website:** *2 weeks prior - **All events should be here FIRST!***
- **Electronic Posters:** *2 weeks prior – submit text/photos to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Bulletin Announcements:** *Monday 5:00 p.m. – Limit: 2 consecutive weeks – see Exhibit A*
- **Bulletin Insert:** *Monday 5:00 p.m. – Limit: 2 consecutive weeks – submit text/photos to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Lantern Article:** *20<sup>th</sup> of each month – limit: 2 consecutive months – see Exhibit B*
- **Posters for Courtyard Tables:** *2 weeks prior - For use at specific event or on courtyard tables only. Only electronic versions will be displayed in the gallery. Submit request to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Vertical Banners:** *2 weeks prior - Day of event use only. Only electronic versions will be displayed in the gallery, no verticals on the Courtyard please. Submit request to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Brochures and flyers:** *In house printing: 2 weeks prior. If color copies are requested, the cost will be charged to your ministry. If printing is to be done by an outside source, prior funding must be approved by the team leader. Submit to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Bulk E-mail:** *Dir. of Communications & Dir. of Operations approval required, [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Bulk Mail via USPS:** *Funding must be approved by the team leader.*
- **Ministry Display Screen:** *2 weeks prior - In the Gallery, displays slide shows and short DVDs of upcoming events and ministry/missions. Submit your footage/slide show to [communications@rbcpc.org](mailto:communications@rbcpc.org)*
- **Courtyard Table:** *Sunday mornings (in the Gallery on Saturday evening). You may have a table for two weeks prior to your event. In addition to those two weeks, you may have the head table, which includes hospitality responsibilities. Contact Kitty Affleck, [kitty@rbcpc.org](mailto:kitty@rbcpc.org).*
- **Pew Pocket Inserts:** *Director of Communications approval required*
- **Large Vinyl Banner:** *Director of Communications approval required*
- **Free Local Newspaper Announcement:** *3 weeks prior - for outreach events only. Submit text to [rcastillo@rbcpc.org](mailto:rcastillo@rbcpc.org)*

### **Return completed form to:**

AJ Fenlason, Desktop Publisher & Website Administrator  
[communications@rbcpc.org](mailto:communications@rbcpc.org)