

Graphic Arts Procedure

All requests for graphic arts must be submitted on an official Graphic Arts Request Form.

PROCEDURES

1. The Graphic Arts Requests Form can be accessed from the GSC mailroom or at our website: www.greatershilohchurchpa.com. Go to Ministry Information and download form.
2. Graphic Arts Request can be sent to the GSC Administration Office via:
 - a) Fax: 610-252-2715
 - b) Email: adminsupport@gshiloh.com
 - c) Delivered in person: to the GSC Main Campus Administrative Office – Monday through Friday
 - d) After 5:00pm, use GSC Mailroom – Admin Support Box
3. Graphic Arts Requests must be submitted at least 3 weeks prior to the day of the ministry's advertising deadline.
 - a. Be sure to fill out all fields on the form with detailed information of the graphic concept in the additional information field.
4. All outside printing of flyers, postcards, cutting, etc. will be done at the expense of the ministry. GSC Administrative Staff is not capable of printing all projects.
5. If cutting of ministry flyers is needed, please use the paper cutters located in the GSC Mailroom.
6. For additional questions or concerns regarding graphic arts, contact Olivia Obey at 484-541-1116.

Please keep this top form for your records. Return the second page to the admin support mailbox.

Thank you!

Date Submitted: ___/___/___

Date Requested: ___/___/___

Greater Shiloh Church (Main & North Campus)

Graphic Arts Request Form

In order to expedite this process, all PERTINENT INFORMATION MUST BE filled in below. This information will be used as the wording on your graphic request. Please include any special information such as ideas & image suggestions to enhance the advertising of your event. Completed forms must be submitted to the Administrative office **3 weeks prior** to the day of the advertising deadline, in order to be completed in a timely fashion. Any changes must be resubmitted by using this form –This will delay your completion date.

Ministry Name _____ Date Submitted _____

Event Theme: _____

Type of Event: _____

Event Scripture Verse _____ Event Bible Version _____

Event Contact Person _____ Event Contact Number: _____

Event Date(s): _____ Event Time: _____

Event Venue:

Event Cost _____ Event Registration Deadline _____

Additional Information:

Please select all graphic preferences for your ministry project * **QTY NEEDED** _____

| | | | |
|---|---|--|---|
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Signs | <input type="checkbox"/> CD/DVD Covers | <input type="checkbox"/> Double-sided |
| <input type="checkbox"/> Postcard | <input type="checkbox"/> Registration Forms | <input type="checkbox"/> Brochures | <input type="checkbox"/> Single - sided |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Badges | <input type="checkbox"/> Size 4X6 | <input type="checkbox"/> Print in-house |
| <input type="checkbox"/> Poster (11X17) | <input type="checkbox"/> Tickets | <input type="checkbox"/> Size 5X7 | <input type="checkbox"/> Send to printer (additional cost to ministry) |
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> Mailers/Drop Mail | <input type="checkbox"/> Size 8.5X5.5 | <input type="checkbox"/> Advertise on website |

DO NOT WRITE BELOW LINE *OFFICE USE ONLY*****

Staff Comments

Date Received _____ Date Completed _____ (must be 3 weeks after submission date) APPROVED _____