



The Public Relations Ministry is responsible for the development of all First Baptist Church, Georgetown ads. Advance notice is required for all print and digital requests. Please all allow **14 days** for the following process:

- Review submitted form
- Prepare a recommended plan of action
- Review initial draft with requestor
- Submit revisions if needed
- Requestor to provide approval

For print or digital ad request: The requesting ministry will be responsible for coordinating payment with the Trustee Board, Finance Committee.

Request Details

Type of Event: *(Print or digital ad, social media)* : _____

Event Title: _____

Event Description: _____

Start/End Date(s): _____ Start/End Time(s): _____

Location, Phone Number, Email: _____

Requestor's Name, Ministry and Contact Information:
