

## Advertising Policies and Procedures

Advertising Request forms are available for use by The Faith Center ministries and departments only. Forms submitted for events not directly associated with The Faith Center will not be accepted.

All participating ministries and departments must receive approval from Bishop Henry and/or Pastor Carol Fernandez prior to submitting an Advertising Request form. Contact the Membership Relation Department for event approvals.

**Ministries and departments may submit only one (1) Advertising Request Form within a 90-day period (one event per quarter, per department). Additional forms will not be accepted or considered.**

Ministries and departments are allowed to create their own graphics or use outside vendors; however, all graphics must be submitted to the media department for proofing. **ALL GRAPHICS AND VERBEIGE MUST BE APPROVED, NO EXCEPTIONS.** Allow 3-5 business days for proofing.

Advertising Request forms must be submitted at least six (6) weeks prior to the deadline date assigned. Forms submitted after the six- week deadline are subject to be rejected. **DO NOT ASSIGN THE EVENT DATE AS THE DEADLINE DATE.**

Allow 2 to 3 weeks for advertising, and 2 to 3 weeks for processing once the form has been submitted. A draft will be provided to the contact person listed at least seven business days prior to the deadline. Any changes and/or revisions should be made at this time. In the case of major changes, it may be required that a new form be submitted and a new deadline established.

**DO NOT COMPLETE AN ADVERTISING REQUEST FORM IF THE VENUE, GUEST, TICKET SALES, VENDOR CONTRACTS, AND/OR FINANCES ARE NOT CONFIRMED. (THIS INCLUDES THE PRINTING)**

If a change is made that directly affects the adverting of the event, the Media department should be contacted immediately.

**ALL ADVERTISING REQUEST FORMS SUBMITTED ARE REVIEWED BY MANAGEMENT PRIOR TO THE START OF WORK.**