



PROMO FORM

We want to help you have the most successful event possible! This form will help you get the word out about your ministry event in a professional way that lines up with BMZ's vision. Many people are involved in this process, so we appreciate as much notice as possible to give you quality work. Email completed forms to dawn.merge@bmzchurch.org or drop off at the BMZ Church office. Events must be booked through the BMZ Office FIRST to avoid double-booking facilities. NEW ministries/first time events must be approved by Ad Council.

EVENT NAME			
DATE(S)/TIME		/ / to / /	: am/pm to : am/pm
EVENT LOCATION		<input type="radio"/> Beetown Campus <input type="radio"/> Bloomington Campus <input type="radio"/> Boscobel Campus	<input type="radio"/> Gays Mills Campus <input type="radio"/> Mt. Zion Campus <input type="radio"/> North Clayton Campus <input type="radio"/> Patch Grove Campus <input type="radio"/> Soldiers Grove Campus <input type="radio"/> Other:
EVENT DESCRIPTION <i>(include cost, deadline, etc.)</i>			
PUBLIC CONTACT <i>(for posters, website, etc. as a PUBLIC contact so people can get more info if needed)</i>		<input type="radio"/> BMZ Office information OR <input type="radio"/> Name: _____ Phone: _____ Email: _____	
OFFICE USE	PLEASE CHECK	PUBLISH VIA:	
	<input type="radio"/>	SUNDAY PROGRAM <i>Deadline is noon each Monday</i>	
	<input type="radio"/>	SCROLLING ANNOUNCEMENTS <i>Deadline is noon each Monday (not available at all Campuses)</i>	
	<input type="radio"/>	BMZ WEBSITE <i>Online event registration available for some events, but requires extra time Contact Lori Roth at webmaster@bmzchurch.org or 608-375-4565</i>	
	<input type="radio"/>	BMZ FACEBOOK PAGE <i>Minimum 1 week</i>	
	<input type="radio"/>	PAID FACEBOOK AD	
	<input type="radio"/>	POSTERS <i>Make # ____ 11"x17" and/or ____ 8.5"x11" Minimum 1 week</i>	
	<input type="radio"/>	FAMILY LIFE RADIO (FREE) <i>Minimum 3 weeks</i>	
	<input type="radio"/>	MEDIACOM CHANNEL 6/RICHLAND GRANT CHANNEL 2 ADS (FREE) <i>Minimum 2 weeks</i>	
	<input type="radio"/>	NEWSPAPER* <i>Paid for by your event/group. Contact Dawn for information</i>	
	<input type="radio"/>	OTHER <i>Contact Dawn for information</i> <input type="radio"/> Tickets # _____ Numbered? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Press Release (FREE, but not guaranteed by newspaper without paid ad) <input type="radio"/> Fliers <input type="radio"/> Postcards <input type="radio"/> Signage and/or banners <input type="radio"/> White Board Sign Up sheet <input type="radio"/> Logo items (paid for by your group/event) <input type="radio"/> Other:	
SUBMITTED BY		PHONE	
EMAIL		DATE	