

# COMMUNICATIONS TRACKING FORM

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Ministry: \_\_\_\_\_ Account #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return completed form to Kelly Estrada, Publications Coordinator

## Event Details

Name of Event/Project/Promotion: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Cost to participate in Event: \_\_\_\_\_ Child Care Provided: Yes \_\_\_ No \_\_\_ Cost \_\_\_\_\_

## Promotion

Dates you want the event promoted: \_\_\_\_\_ (subject to guidelines/availability)

Newsletter (KME)  
Date \_\_\_\_\_

TVs and Wednesday  
Night Slide (MAR)  
Date \_\_\_\_\_

Pulpit Announcement (CSS)  
Date \_\_\_\_\_

Happenings Email (KME)  
Date \_\_\_\_\_

Facebook (MAR)  
Date \_\_\_\_\_

\*Adult Sun. School Flyer (BAY)  
Date \_\_\_\_\_

\*Posters 11 x 17 (KME)  
Date \_\_\_\_\_

Website (MAR)  
Date \_\_\_\_\_

\*Child Sun. School Flyer (BAY)  
Date \_\_\_\_\_

\*Postcard (KME)  
Mailing Date \_\_\_\_\_

*\*There may be a charge for these requests*

## Printing

Printing: Date to Be Complete: \_\_\_\_\_  
Paper Size: \_\_\_\_\_

Number of Copies: \_\_\_\_\_  
Color  Black and White

**\*Please see reverse for paper/ink charges.**

Please use this space to provide any other information. Attach additional information if needed.

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\*\*\*For Office Use Only\*\*\*

<b>Ink Cost</b>				
<b>Paper Size</b>	<b>Color (Per side)</b>	<b>B/W (per side)</b>	<b>Copies</b>	<b>Total</b>
Ledger (11 x 17)	0.06	.01		
Legal (8.5 x 14)	0.06	.01		
Letter (8.5 x 11)	0.06	.01		

Ink Total: \_\_\_\_\_

<b>Paper Cost</b>			
<b>Paper Type</b>	<b>Cost Per Sheet</b>	<b>Copies</b>	<b>Total</b>
Letter 8.5 x 11, 70#	0.02		
Letter 8.5 x 11, 65# Cover	0.04		
Legal 8.5 x 14, 70#	0.02		
Ledger 11 x 17, 70#	0.05		
Postcard white	0.14		
Postcard color	0.11		
Envelopes	0.02		
Poster 11x17, 65# cover	.06		
Poster 12 x 18, 65# cover	.07		
Other:	Price per:		

Paper Total: \_\_\_\_\_

## Cost

Ink Total: \_\_\_\_\_

Paper Total: \_\_\_\_\_

Mailing Total: \_\_\_\_\_

Project Total: \_\_\_\_\_

Ministry to Charge: \_\_\_\_\_

Account Number: \_\_\_\_\_

Copy given to: AWW, KME and \_\_\_\_\_