

COMMUNICATIONS TRACKING FORM

Today's Date: _____ Time: _____

Submitted by: _____ Ministry: _____ Account #: _____

E-mail: _____ Phone: _____

Please return completed form to Kelly Dewar, 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 (KED)
Date _____

TVs and Wednesday
Night Slide (MAR/KED)
Date _____

Pulpit Announcement (WM)
Date _____

Happenings Email (KED)
Date _____

Facebook (MAR)
Date _____

*Adult Sun. School Flyer (BAY)
Date _____

*Posters 11 x 17 (KED)
Date _____

Website (MAR)
Date _____

*Child Sun. School Flyer (BAY)
Date _____

*Postcard (KED)
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.

For Office Use Only

Ink Cost				
Paper Size	Color (Per side)	B/W (per side)	Copies	Total
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: _____

Paper Cost			
Paper Type	Cost Per Sheet	Copies	Total
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, KED and _____