

Church Staff

# Project Request Sheet

ALL Project Request Sheets are to be given to Marilyn Traynham, Church Administrator.

Date request submitted: \_\_\_\_\_

Point of contact: \_\_\_\_\_

## Description of project...

letter    flyer    brochure    booklet

other (please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## The nitty-gritty stuff...

special paper needed (please describe): \_\_\_\_\_

b/w copies    color copies

other supplies needed (please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Need it by: \_\_\_\_\_

Will you need to proof final copy? \_\_\_\_\_

If yes, please specify the date when you will be available to proof?

\_\_\_\_\_

## How many will you need?

Quantity: \_\_\_\_\_

## What should we do with it?

Please give completed copies to: \_\_\_\_\_

Please mail to: \_\_\_\_\_

Please use as an insert in the worship bulletin: \_\_\_\_\_

Thanks.