



ABUNDANTLIFE  
CHURCH  
WORK ORDER

Email Work Order to [cford@abundantlifecares.com](mailto:cford@abundantlifecares.com) and [dallas@abundantlifecares.com](mailto:dallas@abundantlifecares.com)

ALC Marketing & Communications will adhere to a 2 Month Advance Schedule, Providing the information below will ensure your department project will be COMPLETE IN FULL one month in advance of launch/presentation.

**Date of Submission:**

**Dept. Head Initials:**

Project Name:

New Project

Rerun/Reprint

Project Originator:

Phone:

Email:

**Project Details:** (please check all that apply)

Design	Print	Announcement	Proofread	Writable Form
Promotion	Photography	Social Media	Press Release	Email Blast

**Print Details:**

Quantity:            B/W    Color    Double Sided

Bulk-mail    First Class    Mailing List attached

Printer-friendly for volunteer (list items below)

- 1.
- 2.
- 3.

Attach all design pieces needed to complete this work order (flyer, brochures, pictures, copy, logo, etc)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

**Delivery/Distribution Instructions:**

**Target Audience:**

**Specific Details of Project:**

**Other Instructions:**



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**Press Release Info:**

Contact Name:

Phone:

Email:

Date:

Desire date to media:

**MARKET AREA(s) of COVERAGE:**

**WHO:**(Who is involved, hosting, honored, invited)

**WHAT** (what will be happening, what is being recognized, is there a fee to attend)

**WHEN** (when will it happen - specific time and date, has it already happened, is it held rain or shine)

**WHERE** (where will it take place, provide site and address, directions if necessary)

**WHY** (why is this being done, who will benefit and how)

**WHY is the newsworthy?** List the top three most interesting things about this event/happening