



ABUNDANTLIFE
CHURCH
WORK ORDER

Email Work Order to cford@abundantlifecares.com and 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:

Director Initials:

Project Name:

New Project

Rerun/Reprint

Project Originator:

Phone:

Email:

Project Completion Date:

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:



ABUNDANTLIFE
CHURCH
WORK ORDER

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