

# Temple Isaiah Marketing Request Form



Contact Person for This Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please provide the following details where applicable:*

Name of Event: \_\_\_\_\_

Day and Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Cost: \_\_\_\_\_

RSVP Due Date: \_\_\_\_\_

RSVP Contact Info: \_\_\_\_\_

Additional Info/Blurb:

*Where would you like it posted? (note: The Prophet will no longer be used for advertising programs or event schedules):*

Wednesday "What's Happening":

Large screens in the lobby:

Facebook:

Instagram:

Flyer sent via Email:

*(we try not to send too many emails to the congregation so please be judicious with this option)*

**Target Audience? (Required; check all that apply):**

All Members:

Just Men:

Just Women:

Religious School Families:

Families with Toddlers:

Preschool Families:

20s/30s:

50+:

Include Non-Members?:

*Continued on next page*

**Advertising Schedule Guidelines:**

This can vary, depending on whether it's a monthly event, a regular event, or a special event. Please plan your calendar accordingly and give TI enough time to help advertise it.

	Save the Date	Full Announcement	Reminder	Last Chance
<b>Special Event</b>	4–6 months before	3 months before 2 months before	4 weeks before 2 weeks before	2 days before RSVP date
(For office use only)				
<b>Regular Event</b>	6–8 weeks before	4 weeks before	2 weeks before	2 days before RSVP date
(For office use only)				
<b>Monthly Events</b>		4 weeks before (for first time only)	1–2 weeks before	
(For office use only)				

**Artwork:** We adhere to copyright law and will use licensed artwork that has either been purchased or is covered under the Creative Commons License. If you would like to submit a logo or artwork for use, please send a high resolution file.

**How to submit this request:** You may print this form, fill it out by hand, and drop it off at the TI office, or use Adobe Reader to fill out the open fields, save, and email to [Raya@templeisaiah.org](mailto:Raya@templeisaiah.org) AND [Beth@templeisaiah.org](mailto:Beth@templeisaiah.org).

We will make every attempt to honor your request, however please be aware Temple Isaiah offers a lot of programming to interest all of our varied members; many groups make requests and we try not to bombard members with too many notifications. The more specific you can be with your target audience, the easier time we will have in making sure that everyone's information is shared in a timely fashion. All requests are at the discretion of TI staff.