

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?

Wednesday "What's Happening":

Large screens in the lobby:

Facebook:

Instagram:

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

All Members:

Just Men:

Just Women:

Religious School Families:

Families with Toddlers:

Preschool Families:

20s/30s:

50+:

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
Special Event	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)				
Regular Event	6-8 weeks before	4 weeks before	2 weeks before	2 days before RSVP date
(For office use only)				
Monthly Events		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 AND 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 so WE WILL ONLY SEND INDIVIDUAL EMAILS FOR SPECIAL EVENTS. 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.