

# Temple Isaiah Marketing Request Form



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

Committee/Auxillary\*: \_\_\_\_\_

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: \_\_\_\_\_

Flyer sent via Email (two per month TOTAL for each committee/auxillary):

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

All Members: \_\_\_\_\_ Just Men: \_\_\_\_\_ Just Women: \_\_\_\_\_

Your Group's Mailing List: \_\_\_\_\_ Religious School Families: \_\_\_\_\_ Preschool Families: \_\_\_\_\_

Families with Toddlers: \_\_\_\_\_ 20s/30s: \_\_\_\_\_ 50+: \_\_\_\_\_

**\* REQUIRED INFORMATION**

**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 staff enough time to create it and help advertise it**. We need a **minimum of two weeks lead time** to create the marketing materials, get them approved, and schedule for sending. **Last-minute marketing requests will be accommodated as the Communications Coordinator's schedule allows.**

	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, is in the Public Domain, or is covered under the Creative Commons License.

**How to submit this request:** Use Adobe Reader to fill out the open fields, save, and email to [Raya@templeisaiah.org](mailto:Raya@templeisaiah.org). Alternatively, you may print this form, fill it out by hand, and drop it off at the TI office. **Please note: you must have already sent a Calendar Date Request Form to Beth and received approval.**

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 the Executive Director and the Communications Coordinator.**