



Ames UMC – Request for flyer, brochures, books, journals, etc.

All copy should be proof read for correct spelling, grammar, and punctuation prior to submitting this request. Please submit your request to Darlynn McCrae (darmccrae@aol.com / 443.254.2083) at least 60 days before the event. This allows you sufficient time for advertising your event.

Date of this Request	
Date materials are needed	
Full Name	
Email	
Number (calls and texts)	

Title of Event / Program	
Date	
Time	
Location	
Full Address	
Purpose	
Theme	
Scripture	
Colors	
Guest Speaker/with information and photo (HR)	
Program participants	
Registration Fee	
Registration information / website	
Sponsors	
Include Logo and other artwork (HR)	
Other instructions	
Sizes needed	<input type="checkbox"/> 11x17 Poster <input type="checkbox"/> 8.5x11 Standard <input type="checkbox"/> 5.5x8.5 Half Sheet/Inserts <input type="checkbox"/> 3.5x4.5 Invitation size <input type="checkbox"/> Other