

Operations & Communications Request Form

Staff Contact Name	Ministry/Organization Contact Name	Ministry Contact Email	Today's Date
Staff Contact Email	Ministry/Organization Contact Phone	Ministry/Group/Organization	

The Operations and/or Communications Department will be in contact with you about all requests.
If you have any questions, please contact the Church Office at 972-661-9435 or email us at office@kingofglory.com

Event/Program Details

<div>Name of Event/Program</div> <div>Date of Event/Program (including day of the week)</div> <div><div>Start Time</div><div>End Time (optional)</div></div> <div><div>Set Up Time</div><div>Breakdown Time</div></div> <div>(Including Decorations Set Up and Take Down/Clean Up)</div> <div>Is this a recurring event? Yes No</div>	<div>Event Specifics: What is the purpose? Why should they come?</div> <div>How many people are you anticipating?</div> <div>Is there a speaker/presenter? If so, please provide name any relevant information such as professional title, book title, Social Media handles, photos etc to communications@kingofglory.com</div> <div>Are you serving food?</div> <div>Is childcare needed? Do they need to register for childcare? What are the ages? Is food provided? (Note: Event must be congregational wide event. Outside events: Childcare is fee-based.)</div> <div>Do you need to advertise for volunteers? How Many? Are You Collecting donations? Monetary or item?</div> <div>Is there a theme or image that you would like to incorporate in the promotion? Specific colors?</div>
<div>Room/Space Information</div> <div>Location (Room Number, Off-Site, etc)</div> <div>Is the Activity Center and/or Kitchen Needed? Yes No</div> <div>Food and refreshments are the responsibility of the ministry/organization contact.</div> <div><div>Products/Consumables Needed? Yes No</div><div># Paper Plates _____ Small Large</div><div>Napkins: Small Large</div><div># Paper Tablecloths _____ Plastic Utensils: _____</div><div>Coffee: Regular Decaf Tea Water</div><div>Cups: 16 oz. _____ Hot _____</div></div> <div><div>Do you wish to use existing layout of room? Yes No</div><div>Needed furniture & Set Up: Podium Stage</div><div># Tables _____ Round Rectangle # Chairs _____</div><div>Description of Set Up (Lecture, Table Seating, U-Shape)</div></div> <div><div>AUDIO/VISUAL REQUEST: Yes No</div><div>Microphone/Sound System Computer/Laptop TV Easel</div><div>Projector Screen (PowerPoint, Video, Other) Dry Erase Board</div><div>I would like to speak with the IT Coordinator to discuss my needs</div></div>	
<div>Registration Information</div> <div>Online Registrations/Advertisements (KOG EVENTS ONLY)</div> <div><div>KOG registration w/o payment _____ Start Date _____ End Date</div><div>KOG registration with payment _____ Start Date _____ End Date</div><div>KOG volunteer registration _____ Start Date _____ End Date</div><div>LinkTree RSVP (Instagram/FB) _____ Start Date _____ End Date</div><div>Other AD Platforms (i.e. ALLEvents, Radio/TV, Eventbrite, Local Announcement Boards) _____ Start Date _____ End Date</div><div>KOG Facebook/Google (Event, AD) _____ Start Date _____ End Date</div></div>	

Operations & Communications Request Form (continued)

Promotion Request

To ensure your event or ministry receives effective promotion, preplanning is essential. Requests should be submitted six to eight weeks in advance whenever possible. Depending on the priority of your event and the lead time provided, promotion may include some or all of the following: logo or graphic design, posters, flyers, postcards, weekly churchwide emails, targeted email announcements, website calendar listings or homepage features, and worship slides or announcements. Graphic design support from the Director of Communications is limited and may be adapted from existing templates. The Director of Communications also reserves the right to deny requests that do not provide sufficient lead time for effective promotion or that overlap with previously scheduled or promoted events. Internal coordination may also include Facilities, Family Ministry (for childcare needs), and other staff as appropriate. Timely planning helps us promote your event in a way that reaches the right audience, maximizes participation, and avoids scheduling conflicts. Your early submission is a key step in ensuring success.

Special Material Request These materials are provided to program chairman to distribute outside of KOG.

Posters for Community

(#) _ 8.5 x 11 or (#) _ 12" x 18"

Event Program

Table Tent (Copy to be provided)

CD/DVD Label

Invitational Postcards (#). ____

Website

Street Sign

AV/Tech Support

Sound/Lighting

Other

Social Media Graphics

These materials are provided to the contact

Email Graphic

Facebook/IG Graphic

IG/TicTok Reels

YouTube Thumbnail/Shorts

Additional Information

Review Process for Promotion Request

Communications & Marketing Guidelines

To ensure strong support for your ministry or event, please plan ahead. The timing of your request directly impacts the scope and quality of promotion. While every event matters, timely submissions help determine outcomes.

- Allow at least 6 weeks lead time for general events.
- If volunteer recruitment is needed, please provide 8 weeks lead time so we can promote 2 weeks for volunteers and 4 weeks for the event.
- The Communications Office will respond within 48 hours with a timeline or a follow-up meeting request if clarification is needed.

At King of Glory, we are committed to providing consistent, quality communication support for all ministry events. The key to success is timely planning. When events follow the recommended timelines, they receive the same level of service appropriate to their needs.

We organize promotion based on audience size and ministry impact:

- Major Ministry Events ("Big Rocks"): Annual Events like VBS and the Annual Church Celebration.
- Congregation-wide, seasonal, or strategic initiatives prioritized by leadership (e.g., Easter, Christmas, Giving Campaign). These events receive full-scale promotion and creative support.
- Targeted Ministry Events
- Events for specific ministries (e.g., Youth, Music, Women's Ministry) are supported with coordinated messaging and multi-channel outreach. Collaboration between ministry leaders and Communications ensures strategic promotion.
- Recurring & Small Group Events
- Fellowship gatherings and ongoing groups receive tailored, right-sized support. Ministry leaders are encouraged to supplement church-wide efforts with personal outreach.

When timelines are honored, communications support can be fully optimized—no matter the ministry size.

Note: While we are unable to promote most outside events through KOG communication channels, we do offer limited in-house promotion for official ministry partners. Please contact the Communications Office to learn more.

CHECKLIST (COMPLETE PRIOR TO SUBMITTING)

I have filled out the form completely with information the Operations and Communications Departments require to complete this request

The date of the event/class/group as been approved and placed on the calendar.

☐ The location of the event along with room setup, childcare request and AV request has been confirmed.

To Submit Form:

Once completed, please save this form, with the same name as your event, and attach it to an email addressed to Alethea Noble at anoble@kingofglory.com (along with any diagrams you may have). Thank you!

STAFF USE ONLY

Reviewed Date

Projected Completion Date

Actual Completion Date

Entered in eSpace

Copy to Facilities Manager

Copy to IT/AV Coordinator

Copy to Director of Comms/Marketing

Copy to Family Ministry if childcare is needed