

Communication Work Order

Please note that all of the orders requested will not necessarily be completed. The staff meets weekly to decide priority communication needs that align with our core values, mission and vision for Riverside.

Timeline	Printed Materials	Work Order Needs to be approved:
	• Posters, Connecting Table Signs, Postcards, Invites (that need to be created)	2 weeks before distribution
	• Brochures, Banners, and Extensive Design Projects	1 month before distribution
	• Existing materials that need to be reviewed & logo added	1 week before distribution
	Web/Weekly E-Newsletter	Tuesday by 10am of that week
	Informational Text Spot/Worship Folder	Tuesday by 10am of that week
	Pre-service Slide/Bulletin Board	Tuesday by 10am of that week

Who	Your Name:	
	Phone #:	Request Date:
	Email:	Deadline Date:

Event	Date:	Additional Information:
	Time:	
	Location:	

Values	Which of Riverside's values will this help promote?		
	<input type="checkbox"/> Experience Grace	<input type="checkbox"/> Grow in Love	<input type="checkbox"/> Give of Yourself

Promotional Piece	Promotional Piece (if applicable)	
	<input type="checkbox"/> Business/Invite Card	<input type="checkbox"/> Indoor Banner (Pickup/Driving Cost)
	<input type="checkbox"/> Postcard	<input type="checkbox"/> Outdoor Banner (Cost approx. \$280)
	<input type="checkbox"/> Poster	<input type="checkbox"/> Slide
	<input type="checkbox"/> Brochure	<input type="checkbox"/> Logo
	<input type="checkbox"/> Tickets	<input type="checkbox"/> Other
	Size Specification:	
	Further Description or Sketch of Promo Piece:	
	Please attach examples of inspiration or previous examples the piece should be created from	

Distribution Method	Distribution Method (if applicable)
	<input type="checkbox"/> Bulletin Board
	<input type="checkbox"/> Connecting Table
	<input type="checkbox"/> Direct Mail
	<input type="checkbox"/> Handout (& who will hand them out)
	<input type="checkbox"/> Phone Tree
	<input type="checkbox"/> Pre-Service Announcement Slide
	<input type="checkbox"/> Website
	<input type="checkbox"/> Weekly E-Newsletter
	<input type="checkbox"/> Worship Folder
<input type="checkbox"/> Other	

For CAD Use Only
 _____ Work Order received
 _____ 1st Proof Approved
 _____ Final Approval
 _____ Date Completed/Printed