

Electronic Message (EM) Request FORM

Requestor's Information	
Requestor's Name:	Today's Date:
Requestor's Phone:	Requestor's Email:
Ministry Information	
Name of Ministry:	Title of event requesting on sign:
Date/s of event:	Time/s of event:
Target audience for event: <i>(Men, Women, Youth, Young Adult, ALL, other)</i>	Price of event if applicable:
Electronic Message (EM) Design	
EMs will be SHORT and SIMPLE and to the POINT <i>(our street is busy and you want people to be able to quickly read your message in 4 seconds)</i>	
Type any additional TEXT you are requesting, if applicable and spell check: <i>(otherwise, above information is sufficient)</i>	Attach Graphic you are requesting, if applicable <i>(otherwise we may choose one for your message):</i> Please attach here as one of the following <i>(.jpg, png, gif, tif)</i> <ul style="list-style-type: none"> - Your graphic size should be medium in size. <i>(Please limit actual photo's for optimum clarity)</i> NOTE: Graphic cannot be a copyright protected graphic or image
Additional comments or instructions:	What start date next month are you requesting? _____

THANK YOU for your request!

NOTE: Request may need approval. We will notify you if not approved or if we have questions.

To complete request, EMAIL this completed form to:
em@mtcalvarybaptistmd.org

If you have any questions, please contact Sister Bruton in the church office on 301 577-4882.



Pastor Charles E. Cato Sr., Senior Pastor

Pastor Antoine Norris, Youth Pastor