

# Graphic Request Form

Ministry:

Coordinator:

Date of Request:

**Name of Event:**

Description of Request (pertinent information, style, colors, theme, etc):

Any special artwork, images, etc? (All images need to meet printable standards, i.e. minimum 200 dpi—  
“grainy” or “blurry” images will not be used.):

**Signature of Approval (media director)**

Name:

Date:

**Signature of Approval (pastor):**

Name:

Date: