

FFBC Image/Flyer Request Form

1	Pillar Name	
2	Pillar Lead/Requestor Name	
3	Image/Flyer/Slide Creator Name	
4	Creator Email and/or Phone number	
5	Start Date for Posting	
6	End Date for Posting	
7	Internal Post by Media Ministry	
8	External Post by Website/Social Media <i>Place an "X"</i>	
9	Both Internal & External Post <i>Place an "X"</i>	
10	Event that requires registration <i>Place an "X"</i>	

Description of the Boxes to Complete Request Form

Box 1 – The Pillar Name must be placed here (*i.e. Joshua Pillar*).

Box 2 – The Pillar Lead, or the Pillar Lead designate in their absence, will place their first and last name.

Box 3 – Place the first and last name of the person who created the image.

Box 4 – Place the email or phone number for the creator of the image.

Box 5 – Place the start date, or the date when this image must show in the sanctuary by Media Ministry.

Box 6 – Place the end date for the posting of the image by Media Ministry.

Box 7 – Is this image/flyer/slide to be posted in the sanctuary for Fort Foote members only? Place an "X" if yes. Leave blank if no.

Box 8 – Is this image/flyer/slide to be posted on FFBC Website and Social Media (Facebook) for anyone outside of the FFBC to see? Place an "X" if yes. Leave blank if no.

Box 9 – Is this image/flyer/slide to be posted on BOTH internal (in the sanctuary by Media Ministry) and external (for anyone outside FFBC to see? Place an "X" if Yes. Leave blank if no.

Box 10 – Is this an event that requires registration and payment? If yes, place an "X" in this box.

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Checklist for Form Completion

- Did you include the church logo? The Church Logo is located on the FFBC Website at www.FortFootebc@org home page. Look on the bottom of the home page for FORMS. Click on the word “FORMS” to get to the FORMS Webpage. Then, select the filename “FFBC Logo” and then highlight the fishbowl logo, cut and paste it to your image. (See below)



- Did you include the church name, address and phone number (if contact person's information is included on flyer, you don't have to include church phone number?)
Church phone number: (301) 839-1343
- Did you include the Pastor's name and the First Lady's name correctly? See below.
(Rev. Dr. Joseph W. Lyles, Pastor – Mrs. Sheila M. Lyles, First Lady)
- Did you save the file as PowerPoint (*.ppt or *.pptx)?
 - Did you Save the landscape file as detailed below, submit the two file types if you are requesting a post on both the website/social media and by Media Ministry for Internal FFBC members only. If you need your image to post for FFBC members only, the image should be: (1) **for the website: Save as 759 Pixels X 427 Pixels, and (2) for the Media Ministry: Save as 16:9 Aspect ratio.**

See Example below

**Fort Foote Baptist Church
8310 Fort Foote Road
Fort Washington, MD 20744
Rev. Dr. Joseph W. Lyles, Pastor
Mrs. Sheila M. Lyles, First Lady**

The flyer is for a 'Missions Weekend' event. It features a blue header with the text 'FFBC Missions Ministry presents...' on the left, 'Missions Weekend' in a white script font in the center, and 'March 27-29, 2020' below it. The main theme is '"Carrying on a Great Work and I Can't Come Down" Nehemiah 6:3, 15-16'. The schedule includes: Friday, March 27th, Basic Rehab Class - 7:00 p.m. - 9:00 p.m.; and Saturday, March 28th, Jerusalem Local Missions - 8:00 a.m. - 3:00 p.m., with a note that 'Volunteers will be needed for local missions Saturday.' The flyer includes two circular photos of people in yellow shirts working, a yellow sign with tools and the text 'Volunteers Needed', and the church's logo and contact information at the bottom.