

HCC Communications Work Order

(Please complete and return to Ben@HamiltonChurch.com)

Name: _____ Department: _____

Email: _____ Best phone #: _____

Today's Date: _____ Date project needed: _____

Intention/Purpose: _____

What forms of promotions for this project/event are desired? (check all that apply)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Print | <input type="checkbox"/> Booth at Welcome Center |
| <input type="checkbox"/> Email | <input type="checkbox"/> *Pop up Display (extra cost) |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> *Banner (cost is based on sq. ft.) |
| <input type="checkbox"/> Website | <input type="checkbox"/> Other: _____ |

If printing is desired please select from the following sizes that can be produced at HCC

Size	Quantity
4 1/4" x 5 1/2"	_____
5 1/2" x 8 1/2"	_____
8 1/2" x 11"	_____
8 1/2" x 14"	_____
11" x 17"	_____
12" x 18"	_____

*Cost for other options

Item	Cost per	Quantity
Pop-up Banner (26" x 56")	\$35 <i>Subject to availability</i>	1 Available
Pop-up Banner (27" x 64")	\$35 <i>Subject to availability</i>	1 Available
Banner	<u>CUSTOM QUOTE</u>	<u>SIZE</u>
Facebook Ad	<u>YOUR BUDGET</u>	Time Based

What do you want to say for this project/event? (Remember to keep it simple and to the point, and include Who, What, Where, and When)

What kind of images would you like?: _____

Any other information specific to this project: (Pre-designed Posters, graphics, etc.)
