

# Flier Request Information Sheet

What is it for? \_\_\_\_\_

Where is it being held? \_\_\_\_\_

When is it? \_\_\_\_\_  
(Date & Time)

Has this activity been approved by Pastor House? Yes or No (Circle One)

Who requested? \_\_\_\_\_

Other Specifics? \_\_\_\_\_

Graphics Request? \_\_\_\_\_

Date Requested? \_\_\_\_\_ Date Needed? \_\_\_\_\_

Number of Copies Needed: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Place flyers \_\_\_\_\_ when they are complete.

**Remember that an Activity Participation Agreement MUST be filled out for every person age 21 years of age or younger who is attending any and all activities.**