

# Graphic Design Request

Submit form to Church Office mailbox or [graphics@fcbc.org](mailto:graphics@fcbc.org)



羅省第一華人浸信會  
FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 [www.fcbc.org](http://www.fcbc.org)  
(213) 687-0814 (213) 375-3999 [info@fcbc.org](mailto:info@fcbc.org)

1. Requests must be submitted at least 2 weeks (10 working days) in advance, except for church- wide events which must be submitted at least 4 weeks in advance.
2. Jobs sent to an outside print company typically require an additional 10 working days. The requester will be responsible for outside printing costs.
3. Special requests may be made through an appointment with the Graphic Designer.

Contact Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Ministry Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of work: \_\_\_\_\_

Date needed by: \_\_\_\_\_

	Size	Quantity
<input type="checkbox"/> <b>Sunday Program Insert:</b> Insert date:		
<input type="checkbox"/> <b>Poster:</b> Posting date:		
<input type="checkbox"/> <b>Banner:</b> Posting date:		
<input type="checkbox"/> <b>Other:</b>		

Information on the flyer/poster/banner (date/time/location/description, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Media provided:  Clipart     Photograph     Photo-ready artwork     Electronic media

Special Instructions (image scanning, paper cutting, enlargement, etc.):

\_\_\_\_\_

\_\_\_\_\_

Shepherding/Functional Minister Signature \_\_\_\_\_