

STANDARD CAMPAIGN

Ministry Campaigns Small Events & Designs

Requirements:

- **6 week lead time** from your first desired in hand date or date marketing begins.
- Standard events are described as 2-4 hr long events with requests for design, graphics, signage and basic marketing* (*announcements, social media, email marketing, & event calendaring)
- Outsourced items generally take 2-3 weeks to receive.

LARGE CAMPAIGN

Ministry Campaigns Large Events & Conferences Rebranded Designs

Requirements:

- **8-12 week lead time** (min)
- **Plus a meeting with the Communications Team.**
- Large campaigns are considered all church events, major ministry events/conferences, multi-day events, ministry rebranding, new programs or campuses.
- **Add 2-6 weeks to calendar dates shown**

REPRINTS | REORDERS

Reprints& Reorders* and isolated "one off" items

Requirements:

- **1-2 weeks lead time**
- Often can be accommodated sooner based on the production schedule and nature of the request. We try to get these done ASAP.
- ***NO changes to design are needed.**
- *If changes are needed it is not a "reprint"*



How This Works

Active Colab Request Submitted



JANUARY 2026 DEADLINES

Request the week of:			to receive the week of:		
Monday	JAN	5	Monday	FEB	16
Monday	JAN	12	Monday	FEB	23
Monday	JAN	19	Monday	MAR	2
Monday	JAN	26	Monday	MAR	9

Desired in hand date **OR**
Date Marketing begins



Standard Campaign 6 week lead time



1st Quarter - Jan - March 2026

JANUARY 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	JAN	5	Monday	FEB	16
Monday	JAN	12	Monday	FEB	23
Monday	JAN	19	Monday	MAR	2
Monday	JAN	26	Monday	MAR	9

FEBRUARY 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	FEB	2	Monday	MAR	16
Monday	FEB	9	Monday	MAR	23
Monday	FEB	16	Monday	MAR	30
Monday	FEB	23	Monday	APRIL	6

MARCH 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	MARCH	2	Monday	APRIL	13
Monday	MARCH	9	Monday	APRIL	20
Monday	MARCH	16	Monday	APRIL	27
Monday	MARCH	23	Monday	MAY	4
Monday	MARCH	30	Monday	MAY	11

2nd Quarter - April - June 2026

APRIL 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	APRIL	6	Monday	MAY	18
Monday	APRIL	13	Monday	MAY	25
Monday	APRIL	20	Monday	JUNE	1
Monday	APRIL	27	Monday	JUNE	8

MAY 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	MAY	4	Monday	JUNE	15
Monday	MAY	11	Monday	JUNE	22
Monday	MAY	18	Monday	JUNE	29
Monday	MAY	25	Monday	JULY	6

JUNE 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	JUNE	1	Monday	JULY	13
Monday	JUNE	8	Monday	JULY	20
Monday	JUNE	15	Monday	JULY	27
Monday	JUNE	22	Monday	AUG	3
Monday	JUNE	29	Monday	AUG	10

*Deadlines listed apply to standard church events and new design.

Deadlines are based on the first date advertising is being requested and/or the first date a deliverable is needed, not the date of the event itself.

3rd Quarter - July - September 2026

JULY 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	JULY	6	Monday	AUG	17
Monday	JULY	13	Monday	AUG	24
Monday	JULY	20	Monday	AUG	31
Monday	JULY	27	Monday	SEPT	7

AUGUST 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	AUG	3	Monday	SEPT	14
Monday	AUG	10	Monday	SEPT	21
Monday	AUG	17	Monday	SEPT	28
Monday	AUG	24	Monday	OCT	5

SEPTEMBER 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	AUG	31	Monday	OCT	12
Monday	SEPT	7	Monday	OCT	19
Monday	SEPT	14	Monday	OCT	26
Monday	SEPT	21	Monday	NOV	2
Monday	SEPT	28	Monday	NOV	9

4th Quarter - October - December 2026

OCTOBER 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	OCT	8	Monday	NOV	16
Monday	OCT	12	Monday	NOV	23
Monday	OCT	19	Monday	NOV	30
Monday	OCT	26	Monday	DEC	7

NOVEMBER 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	NOV	2	Monday	DEC	15
Monday	NOV	9	Monday	JAN	12
Monday	NOV	16	Monday	JAN	19
Monday	NOV	23	Monday	JAN	26

Final Date for
Deliverables
in 2026

DECEMBER 2026 DEADLINES

<i>Request the week of:</i>			<i>to receive the week of:</i>		
Monday	DEC	7	Monday	JAN	25
Monday	DEC	14	Monday	FEB	1
Monday	DEC	21	Monday	FEB	8

*Deadlines listed apply to standard church events and new design.

Deadlines are based on the first date advertising is being requested and/or the first date a deliverable is needed, not the date of the event itself.

Lara Sperry | Director

- Overall Church Communications (*cc Kim*)
- Project Planning
- Host Announcements
- Eventbrite
- Church Online

Mike Jacinto | Website/Designer

- Webmaster: Major Page Changes
- Website Issues
- Active Collab: Project Design as assigned

Colleen Paysu | Print Production

- Post Design Production deliverables: *i.e. flyers, posters, banners, custom items*
- Outsourced Ordering
- Product Sourcing & Samples
- Billing/Pricing questions

Kim Hurst | Sr. Admin Coordinator

- Project Management: Active Collab Projects/Tasks
- Communications Request Form Support
- Website Request Form: Support & Updates
- Events Calendar: Website & App
- Email Me Forms: Support & Updates
- Mailchimp: Email Happenings Newsletter
- QR Code Management

Rob Centilla | Designer

- Active Collab: Project Design as assigned

Front Desk | Ministry Billing

- Ministry Transfer emails

Front desk does billing on behalf of Communications

Brian Charpentier | Designer

- Active Collab: Project Design as assigned

Elvis Nellickal | Social Media

- Social Media
- Online Advertising
- Digital Strategy
- Analytics
- Google SEO
- Church Online
- Photo Cataloging

Artie Delgado | Video Production Mgr.

- Questions on video requests