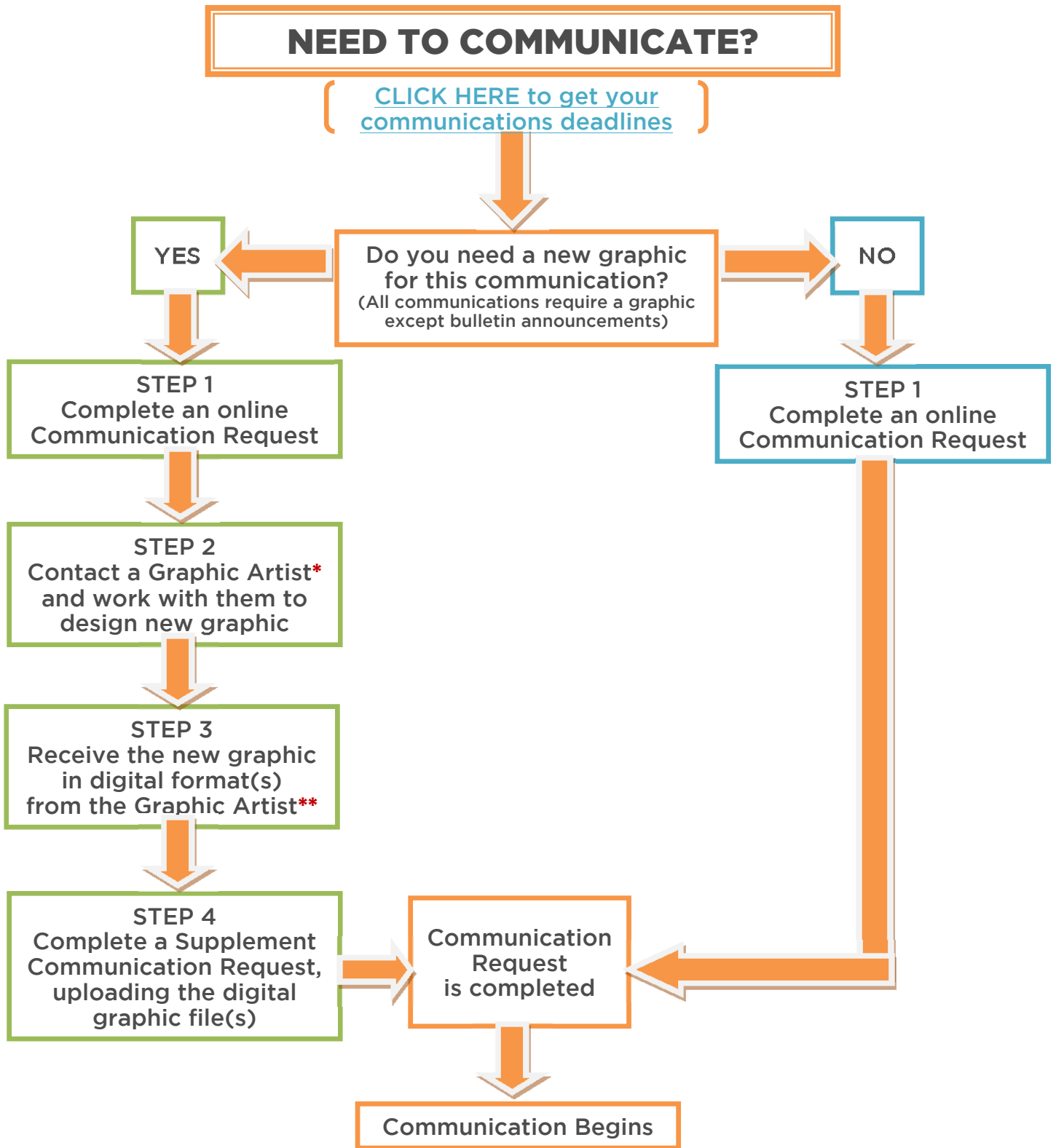


CBF COMMUNICATIONS PROCESS (Effective 4/12/2016)



*Contact a Graphic Artist from the list provided or an artist of your choice.

** All printed material requires a hardcopy proof that must be approved by the Communications Team PRIOR to going to print/production.

NOTES:

1. This new process applies to all communications EFFECTIVE April 12, 2016.
2. All communications require a graphic with the exception of Sunday bulletin announcements.
3. The NEW online Communication Request now includes bulletin announcement request.
4. Bible studies that have an existing graphic that have previously been used in the same format (i.e. website format, Facebook format, big screen format, email format, etc.) WILL NOT REQUIRE A GRAPHIC ARTIST. If any other graphic format is needed, a graphic artist will be required.
5. Lobby (corporate) ministry cards and church-wide communications will continued to be handled by Marla/Gina.
6. 'Miracle Requests' are no longer an option.
7. Visit www.coppellbible.org/communication for your communication needs.
8. We are in the process of updating the bi-fold ministry cards so that they do not contain any date or name specific information. The final files will be available with Alpha Graphics for you to contact and re-print as needed.

NEW COMMUNICATION LEADTIMES (with existing graphic or completed new graphic)

New Online Registration	14 days	Sunday Announcement Loop	10 days
New Web Page	14 days	Change Existing Online Registration	10 days
Sunday Platform Announcement	14 days	Weekly Email	10 days
Bulletin Announcement	10 days	Change Existing Web Page	10 days

CBF PREFERRED PROFESSIONAL GRAPHIC ARTISTS:

Monaliza Morris
Monaliza Design
214-263-2696
themonaliza3@gmail.com

Pam Takesh
Marni G Designs
214-770-6963
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