



MSBC Publications Request

Publications requests should be provided at least 60-90 days prior to the need of the items being requested to allow for graphics to be created.

Today's Date: _____

Requesting Ministry: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Ministry Leader: _____

Ministry Coordinator's Signature: _____

Date of the Event: _____

Date Needed: _____

Number of Tickets: _____

Number of Invitations: _____

Number of Programs: _____

Number of Flyers: _____

Number of Books/Manuals: _____

Information needed for the event:
