GREATER PEACE BAPTIST CHURCH
2821 8th Street, Columbus, Ga 31906
(706) 322-0904 or Fax: (706) 507-0903
Pastor Rev. Corey J. Neal
https://gpbconline.com

OFFICE USE ONLY
Date Received:_____ Received By: _____
Completed: ☐ Yes / Date: _____ ☐ No
Copies Forwarded to Media _____ Office Admin. _____

ADMINISTRATIVE REQUEST

*** Please allow at least 8-10 business days for completion. ***

Event Name: _____ Today's Date: _____

Name of Ministry, Auxiliary or Committee: _____

Contact Person's Name: _____

Phone Number: _____ E-Mail Address: _____

Date/Time of Event: _____ Location of Event: _____

€ **Mass Mailing** – Date Needed: _____
€ Letterhead Quantity _____
_____ Labels Needed
_____ Envelopes Needed

€ **Updated Ministry Roster**

E-Mail Blast – For specific groups from church database only.

Date Needed: _____

Who are we contacting? _____

Message:

_____

_____

_____

_____

_____

Calling Post – For specific groups from church database.

- Based upon approval.

Date Needed: _____

Message:

_____

_____

_____

_____

Additional/Other Items Needed:
(If there is a cost it will be deducted from Ministry Budget)

_____

_____

_____

☐ **Marquee Request** *(Only three rows with 26 spaces for each row are allowed)*