

Ministry Highlight: Procedure • Checklist • Timeline

PROJECT NAME :

EVENT DATE / TIME :

REGISTRATION DATE :

PERSON IC :

TEL / WA :

EMAIL :

PROCEDURES : Submission & Format

SUBMISSION : TWO (2) SUNDAYS before the publicity date

FORMAT : 16:9 (1920 x 1080 pixels)

MEDIA : Slide / Video

DURATION : Number of slides / Video in minutes

CHECKLIST : ☒ Tick Accordingly

APPROVAL : ☐ Seek approval from Pastor

WRITTEN BRIEF : ☐ Header, Objective, Audience

CONTENT : ☐ Graphic, Photos, Logo, Text

RESPONSE : ☐ Contact Info, Links, Form, QR

PROOF READING : ☐ Copy-writing (if needed)

TRANSLATION : ☐ Mandarin (if needed)

SUBTITLES : ☐ English ☐ Mandarin (if needed)

TIMELINE : Completion Dates

APPROVED BY PASTOR : / /

BRIEF DONE : / /

ARTWORK DONE : / /

PROOF READING DONE : / /

TRANSLATION DONE : / /

SUBTITLES DONE : / /

ARTWORK SUBMISSION : / /

TARGETTED PUBLICITY DATE : / /

PLATFORM : ☒ Tick your Platform of Interest

BULLETIN INSERT : ☐ A5 Landscape ☐ A4 Portrait

IN-PERSON SHARING : ☐ Slides ☐ Video ☐ Script only

WHATSAPP CHANNEL : ☐ Square Format

ONLINE : ☐ Website ☐ Social Media

DIGITAL TV : ☐ Poster ☐ Video

ADS SPACE : ☐ Poster ☐ Banner

**Platforms are subjected to availability*