

Note: All ministry organizational business must be pre-approved by the Pastor before the work requested on this form is initiated.

Quinn Chapel A.M.E. Church
Administrative Assistant Form

Ministry Name: _____ Contact Name/Telephone: _____

☐ **Color Copies**
(Camera ready)

☐ **Mailing**
(envelopes stuffed/ready)

☐ **REVISION**

☐ **Booklet/Collate/Bind**

Date submitted: _____ Draft Date: _____ Proof Date: _____ Completion Deadline: _____

Job Title: _____ (i.e. bulletin insert, program, PR etc.)

MATERIALS NEEDED

Paper Color: _____

☐ (8 ½ by 11) ☐ Labels

☐ (8 ½ by 14) ☐ Envelopes

☐ (8 ½ by 17) ☐ Other _____

☐ Letterhead ☐ Post Cards

☐ Mailings – envelopes must be
already filled and ready for mailing

Total # of Copies: _____

MECHANICAL NEEDS

Two-sided: ☐ Yes ☐ No ☐ 3 – Hole Punch

☐ Collate ☐ Bind ☐ Padded

☐ Staples ☐ Cut ☐ Folded

☐ Booklet ☐ 3 Ring Binder

Ink Color: _____
(Please allow time & additional cost for outside printing)

Paper Stock: _____

DISTRIBUTION

(Check all that apply)

Internal *

- ☐ Church Bulletin (insert or page)
☐ Ministry Leaders
☐ Church Member Mailing

External *

- ☐ News Media
☐ Community Churches
☐ Organizations/Businesses

***all items** requires Pastor's review

☐ fundraisers

SPECIAL INSTRUCTIONS: _____

Large projects/mailings will require ministry support. What is the best time for volunteers to assist?

Office Staff Use Only

Date Completed	Mechanical need Time	Date Printed	Printing Time (total copies)	Supplies (paper, labels, letterhead, envelopes)

Adopted date: _____

Revision date: 31 August 2008

Originator: _____
Once Draft Completed - approval

Pastor _____
Pre-approval

Review: Ministry Leader: _____
Pre-approval

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