

TOWNHALL/INVOLVED CENTER USAGE AGREEMENT (2016)

This agreement is for Mosaic Staff and Ministry Leaders who desire to use the Involved Center and Town Hall in conjunction with promoting ministry events.

Requests for Involved Center and Town Hall should follow these parameters:

- Requests should be made 4 weeks in advance.
- Space is limited to 3 events, ministries, or groups at a time.
- Involved center may be used at a max of 2 times for a specific event, ministry or group (3 times if it is a whole-church campaign)
- A table with an 8.5 x 11 sign holder will be provided
- 2 easels are available for larger signs

All ministry promotional requests should be initiated using the Communications Request Form (CRF) which can be accessed at www.mosaicchurch.net/staff. In your request, please include....

- The period (up to two weeks) you are requesting;
- The staff member over your event, group, or ministry who will be the contact;
- The volunteer/point person who will represent your ministry in the Involved Center / Town Hall

On day of your use of the Involved Center / Town Hall, please provide ...

- 8.5x11 signage insert (aligned with the Mosaic Style Guide)
- Handouts - postcards, invitations or flyers for handout or pickup
- Sign up sheets (if applicable)
- Volunteer(s) to promote between and end of 2nd service

Questions-

Please direct logistics/day of questions to Jennifer Knight jredmondknight@gmail.com

Please direct Usage Requests and related Questions to First Impressions Director Erin Diaz erin@mosaicchurch.net

Please direct overall communications requests, style guide and related questions to Pastor Alex Diaz alex@mosaicchurch.net

Please direct Concerns or Staff communications to Executive Pastor Mike Clowers mike@mosaicchurch.net