

Promotion Request: (Test Event)
Submitted by: Joe Smith
Ministry/Promotion Approver: EET (ET) / Michael DeFlorimonte
Tracking #: 737

Thank you for submitting a Promotion Request.

IMPORTANT, please read:

Your Promotion Approver [**EET (ET) / Michael DeFlorimonte**] has received a copy of your request (below), and must approve it via email before we can initiate the scheduling process.

We have found that it sometimes takes up to **10 calendar days** for your Approver to review your request. After they review your request, they should notify us via email, and we will in turn notify to you advising you of the status of your request. Please do not be alarmed if you haven't received notification *up to 10 days* after submitting your request.

If 10 calendar days elapses without notification after your submission, please contact **your Approver [EET (ET) / Michael DeFlorimonte]** and inquire about the status of your request.

- [Submit another promotion request](#)
- [View status of your promotion request](#)
- [Go to the Rock Backdoor](#)

We are here to serve you!

Blessings,
 Rock Marketing and Communications (MarCom)

Promotion Request Form

Status	Pending Approval by your Approver
Contact Name *	Joe Smith
Contact Email *	michael.deflorimonte@therocksandiego.org
Contact Phone # *	(555) 555-5555
Ministry / Promotion Approver *	EET (ET) / Michael DeFlorimonte
What do you want to promote? *	(Test Event)
Event Date	Saturday, December 12, 2009
Event Start Time	12:30:00 PM
Event End Time	1:00:00 PM
Event Location	Rock Church Sanctuary
Announcement Text *	Join us for a great event!
Additional Info/Notes	Sorry, but chidcare not provided.
Does your promotion require a lobby booth? *	Yes
Would you like a photographer at your event? *	Yes, please.
Response Email *	promorequests@therocksandiego.org