

**CREATIVE SERVICES REQUESTS**  
**[brownbaptist.org/members](http://brownbaptist.org/members)**

*Creative Services exists to help YOU be the best communicator you can be for your own ministry.*

The Creative Services Ministry seeks to amplify Brown Missionary Baptist Church's vision of leveraging communication resources and digital technology to share the Gospel and grow God's kingdom across the globe. Creative Services is a support role for BMBC as a whole and a resource for each staff member and ministry leader. Creative Services is responsible for all internal/external communications of Brown Missionary Baptist Church through excellence and effectiveness in branding, design services, marketing, production, online presence, and other strategic initiatives.

Submitting a creative request assumes you are doing your best to communicate as in advance as possible. If you haven't yet, please submit your event for approval.

- **Campaign/Communication Plan // 12-16 Weeks** // "I need support and a plan for communicating my event." (Video, Social Media, Design, Media, Web)
- **Graphics Request // 5-7 Business Days** // "I need graphic designs"
- **Video Request // 2-4 Weeks** // "I need you to create a video for me."
- **Website Change // 2-3 Business Days** // "I need to edit something on [brownbaptist.org](http://brownbaptist.org)."
- **Worship Announcement // Wednesdays at Noon** // "I have special recognition (i.e. Anniversary, Milestone Birthday, Career Promotion), I would like to be included in the weekend worship services."
- **Media Request // 1 week** // "I need to order a CD/DVD/MP4 File of a worship service or event."
- **Photography Request // 1 week** // "I need professional BMBC approved pictures."
- **Consultation** // "This is hard to explain so I need to talk to you in person."

**Creative Services Contact Information for Requests**  
**[creativeservices@brownbaptist.org](mailto:creativeservices@brownbaptist.org)**

**URGENTS REQUESTS** ( 48 Hours or More) - EMAIL [creativeservices@brownbaptist.org](mailto:creativeservices@brownbaptist.org)  
**URGENT REQUESTS** (48 Hours or Less) - Please EMAIL, CALL, TEXT one of the following individuals:

David Brown - Executive Director, Creative Services | [david@brownbaptist.org](mailto:david@brownbaptist.org) | 901-378-4657

Charlene Shackelford - Creative Services Administrative Assistant | [charlene@brownbaptist.org](mailto:charlene@brownbaptist.org)

Yvonne Adams - Digital Strategy Director | [yvonne@brownbaptist.org](mailto:yvonne@brownbaptist.org) | 901-833-0180

**PLEASE STILL FILL OUT THE ONLINE FORM**