EXHIBIT D - DESIGN PROCESS TIMELINE

7-14 Days
Brainstorm
(Ministry)

Review project with Ministry

Draft content specifications:

Theme

Date

Location

Audience

Reminders/Details

Church contact information

Aditional messaging

Color scheme and images

7 Days
Sketch Mock-Ups
(Ministry)

What is the desired look and feel

Basic or advanced sketch for placement of pictures for best drafting

7 Days
Draft Design
(Designer)

Receive draft

Review with Ministry for approval

Send to Admin Office and Marketing for final approval

7-14 days
Refine Work
(Designer, Ministry, Admin Office)

MInistry reviews for accuracy and completeness

Sends details to Admin Office and Marketing for approval

Admin Office submits approved design to in-house designer

MInistry submits design to hired designer (if hiring a designer, provide styling guide-Exhibit A

7 Days
Design Production
(Ministry)

When final design approval is received:

Send design to printer

Send digitally to Media for Sanctuary viewing

Send digitally to Admin Office to add to Website

Send digitally to Marketing for posting to Social Media

Send digitally to partners and community for promotional purposes