



Janine Anayah Gibbs

Creative Writer & Graphic Artist

Flyer Request Questionnaire

Please fill out all applicable fields below.

Revised June 2026.

SUBMISSION INSTRUCTIONS — Please read carefully before submitting

Please fill out all applicable fields and gather ALL required items before submitting.

Required items: completed form, photos, images, logos, links, and any other relevant materials.

All items must be sent TOGETHER in a single email to: gibbsjanine21@gmail.com

REVISION POLICY

Each project includes up to two (2) complimentary changes or updates.

Additional revisions beyond the two included are subject to an extra charge.

Any additional charges will be discussed and agreed upon before work continues.

Date Form Submitted

Expected Project Completion Date *

Full Name

Ministry Name

Church or Organization Name

Pastor or Ministry Leader Name

Phone Number

Email Address

Event Location or Address

Event Start Date

Event End Date

Event Time

Event Type (e.g., Worship Service, Revival, Conference)

*** Requests must be submitted at least 6 weeks before your event.**

Please allow up to 10 days for completion. Rush orders (under 2 days) may incur additional costs. Payments due at submission.

Photos: high resolution, full face / neck / shoulder, no obstructions. Limit flyer wording to 100 words or fewer.

gibbsjanine21@gmail.com | 661-727-3624 | Zelle: 323-710-6422 | Cash App: \$djgibbs2021

Flyer Request Questionnaire — continued

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Event Theme or Description

Preferred Attire (e.g., Casual, Church Attire, Business)

Specific Event Colors

Estimated Number of Attendees

Flyer Title or Headline

Tagline or Brief Message for Audience

Images, Logos, or Graphics to Include

Sponsors or Partners to Feature

RSVP or Registration Details Needed?

Guest Speakers, Performers, or Special Guests

Social Media / Website / QR Code Info

Preferred Format (digital / print / social media)

If Zoom Meeting — Please Provide Login Details

Additional Notes or Special Requests

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