

Lead Times

Event Promotion

- Event-related requests should be submitted at least **4-5 weeks prior to the event date**.
- Other requests should be submitted at least **2 weeks prior to the intended promotion start date**.
- Requests submitted within **7 days of the event** may not be accepted.

Ministry Campaign/Resource Promotion

- Ministry Initiative Promotion requests should be submitted no later than **6 weeks** before the start of the initiative.

Web Update

- The lead time for web update requests is **1 week**.

Video

- The lead time for video projects is **2-3 weeks**.

Merchandise

- The lead time for merchandise requests is **4 weeks prior to the in-hand delivery date**.