



Life Line Information Center
Revival Center Ministries
P. O. Box 5037
910 Tennessee Street
Vallejo, CA 94591
(707) 649-4120
www.revivalcenter.org

December 7, 2009

Pastor/Department Head
Revival Center Ministries
910 Tennessee Street
Vallejo, CA 94591

Dear,

Greetings from your fellow laborers. We the staff of the Life Line Information Center are pleased with the growth and development of the Information Center "IC." Our mission for the IC is to ***"Increase the awareness of church resources using all available means of communications by providing and promoting essential information regarding the ministry, its departments and events."***

The Information Centers primary goal is to disseminate information to the body and to be "the branch" for guest and members.

As we approach the close of the year the IC is requesting each department to submit their 2010 event calendar on or before January 17, 2010. After this date all of your department's events will be put on hold, this includes fellowships, meetings and announcements until submitted. To the best of your ability submit your completed calendar for 2010, even if dates are tentative. Remember all dates and room usage request are on a first come first serve basis and are not granted until approval is received from administration.

A reminder to department heads, many of you have yet to submit your department brochures. If your brochure has not been submitted it is also due on January 15, no exceptions, you have had an entire year to submit!

Regarding event planning and announcements; no department should plan an event on or off site without first receiving approval from administration. Department Heads all announcements are due no less than 2 weeks in advance. Your event fliers should be submitted at the same time if available. Announcements can be submitted in writing to the IC or emailed.

All packets for 2010 will be available for pickup on Sunday December 13, at the Information Center all packets will include:

- Approval forms
- Flier/Handout Approval Form
- Announcement Approval Form
- Room Reservation Form
- Concert/Special Events Form

Calendars should be submitted to Pastor Rose Brown [**B2ROSEY@aol.com**](mailto:B2ROSEY@aol.com) and Pastor Tammie Moten [**Tammoten@sbcglobal.net**](mailto:Tammoten@sbcglobal.net)

Completed Brochures should be submitted to the Information Center. To prevent waste email Tammie a copy of brochure for proofing before printing.

New for 2010 will be department Photo Identification Tags. When submitting calendar include an updated list of all department members (name, address and current phone numbers) include department workers title or duty. For example:

Media Ministry

**Micalia Moten Life Line Information Center 123 Faith Drive, Vallejo CA 94591
(707) 612-1234**

Sincerely,

Life Line Information Center (707) 649-4120
Micalia Moten Information Center Administrator
Nicole Dean Information Center Administrator

Cc: Tammie Moten
Rose Brown
Veronica Nutt

Enclosures