

Event: _____ Date of Event: _____ Time: _____
 Coordinator: _____ Phone: _____
 E-mail: _____

Event coordinator is responsible for content. Content is **due 4 days prior** to completion.

PLEASE **submit electronically** verbiage for bulletin & Enewsletters.

Information provided past deadline will not be guaranteed for production.

Staff reserves the right to change verbiage based on space & availability.

Promotional Options	Check if Desired	8 Wks before	7 Wks before	6 Wks before	5 Wks before	4 Wks before	3 Wks before	2 Wks before	1 Wk before
Graphic/Color Scheme for all publicity items Coordinate with Communications Director									
Website Front-Page Slider or Box (not guaranteed, space is limited)									
Webpage for Details									
E-Newsletter									
Bulletin Insert (only once)									
Bulletin Announcement									
Welcome Center Information Sheet									
Pre-service PowerPoint Slide									
Facebook Posts									
Flat Panels									
Postcard/ Mailing									
Expanded Internet Advertising									
E-mail Blast about your event									
Announcement in church (not guaranteed, time in service is limited)									
Focus on Mission									
Registration/Information Table									
Church Sign									
Staging Area									
Registration/Information Table at event									
Other:									

Tips about Announcements

- Request early. You may not be able to give your message on the Sunday you wish if there are too many already scheduled.

If you ask for time on a Sunday morning without prior clearance, expect the answer to be "NO"

- Short is better. **THINK ABOUT WHAT YOU WANT TO SAY, SAY IT CLEARLY AND CONCISELY .**

Time the presentation beforehand: if you are not accustomed to public speaking, it can tend to take longer than you think .

- Sit up near the front of the sanctuary on the right side so when your turn comes you can step right up to the microphone.

- Once up in front, identify yourself if the someone else has not done so. Say, "Hi, my name is _____" and then go into your announcement.

- Assume that your audience has never heard about your subject matter before. We usually have visitors who don't have a clue about things that are very familiar to regular attenders. So don't use abbreviations or shortened references to subjects or activities that are only familiar to insiders.

Example: "Portage Lake Covenant Bible Camp" not PLCBC/Portage Lake
Example: Introduce VBS as Vacation Bible School at least once in your announcement.

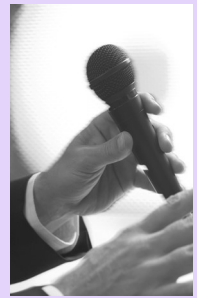
- If you want people to contact you or someone else for more info, be very clear about how to do that. it's not sufficient to say "contact me" as some won't know who you are or where to find you — make sure names and phone numbers are in the bulletin and/or on the screen.
- Tell people where to go to sign up: don't just say "go into the Fellowship

Hall" but "Our signup table is in the Fellowship Hall which is immediately to your right as you exit the sanctuary" Have the registration website on the screen and/or bulletin announcement that coincides with your message.

- Use a visual such as pictures and/or information on a PowerPoint slide
- A video can accentuate your message. if you have video you must get that to church by the Wednesday before the presentation and put it in the "Media Mailbox" in the small room just off the lobby by the Prayer Room.

Video material will be considered to be part of the time allotment for your announcement.

- Costumes and props can help people remember. The use of costumes and props can help get you noticed, but let's be in good taste. Bring props up to the front with you and take them back when finished.



Speak directly in the microphone. Speak slowly. Time your presentation.



A visual helps the congregation remember your event. Get any PowerPoint Slides or videos to the Media Team by Wednesday prior.

Bulletin Announcement:

Enewsletter Announcement: