

Communicate Your Event

Please print and submit this completed form to Josie Wilson (Church@stmarks-houston.org) at least 15 business days prior to your event.
Or use our online form at <https://stmarks-houston.org/downloadable-forms>.

NAME OF EVENT: Please write a detailed announcement using **WHO, WHAT, WHEN, WHERE, AND WHY.**

Include a condensed version for limited space.

Timeframe to promote your event

Start Date:

End Date:

Select the ways to promote your event

ELECTRONIC COMMUNICATION

WEBSITE: (Include link within our site, and/or to another site)

- ADD / EDIT VERBIAGE TO CURRENT PILLAR PAGE
- ADD TO DON'T MISS OUT PAGE

SOCIAL MEDIA:

FACEBOOK

INSTAGRAM

TWITTER

CONSTANT CONTACT EMAIL:

WEEKLY EMAIL

SEPARATE EMAIL

PRINT

- SUNDAY LEAFLETS
- POSTER STANDS
- EVENT LEAFLETS
- PRESS RELEASE TO LOCAL NEWSPAPERS (Cameron.hammon@stmarks-houston.org)

SUNDAY SERVICES VERBAL ANNOUNCEMENT

(24 words or less)

BANNER

(For staff use: Use Current

Update Current

New)

MARQUEE

SCHOOL (contact is Jean Marie Howard)