

# Communicate your Event

Please submit form to Josie Wilson in the Church Office.

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

Include a condensed version for limited space and/or verbal announcements.

## Timeframe to promote your event

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Start Date:

End Date:

## Select the ways to promote your event

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### ELECTRONIC COMMUNICATION

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

- SLIDER PAGE on HOME PAGE
- ADD / EDIT VERBIAGE to CURRENT PAGE
- CREATE NEW PAGE

FACEBOOK

CONSTANT CONTACT

- FRIDAY ANNOUNCEMENTS
- SEPARATE EMAIL

### PRINT

- SUNDAY LEAFLETS
- POSTER STANDS
- PRESS RELEASE TO LOCAL NEWSPAPERS (Contact is Skip Kasdorf)

SUNDAY SERVICES VERBAL ANNOUNCEMENT  (24 words or less)

BANNER  (For staff use: Use Current Update Current New)

MARQUEE

SCHOOL (contact is Jean Marie Howard)