

Event Title: _____
Date: _____ Target Audience: _____

Below are the forms of communication that we use at MOCC. Some events will utilize all forms, while others only a few will be necessary. Final decisions on the best way to communicate your event will be made by the communication ministry based on other events and items that need communicated at the same time.

Electronic Communication

- Website
- Facebook
- ENEWS
- CEL.LY
- Worship Slides

Printed Communication

- Bulletin
- Flyer
- Weekly Church Communiqué
- Poster
- Bulletin Insert
- Brochure
- Sign up on attendance card
- Printed Calendar

Verbal Communication

- Communication from minister
- Verbal by worship leader
- Verbal by Sunday School Teacher
- Verbal by Small group

Recommended schedule of communication:

- All-Church in-reach event--3 weeks prior
- All-Church outreach event--4 weeks
- Group Specific retreats will follow a individualized schedule as recommended by staff and approved by that ministry team.
- Group specific event--3 weeks, exception retreats
- Regularly scheduled meeting 1 week prior
- Prayer needs announced for 3 weeks unless "need" is updated.

Events other than regularly scheduled meetings will be mentioned in upcoming events 4 weeks prior to event except all church-wide special events which will require a few months prior notice as is deemed necessary per event.

Financial Considerations

- Money be collected
- A check will be needed to purchased items made out to _____
- Items need to be purchased with the church credit card
- Receipts will be turned in for reimbursement

Event Promotion Form

Please submit your event information on the form below, taking note that we will try to accommodate all requests, but based on church schedule you may be asked to submit an additional date. Please fill in the information below as completely as possible so that your event will get the publicity, communication, and financial resources that are necessary.

Event Name: _____ **Date/Time:** _____

Targeted audience *(i.e. women's, youth, church-wide)*: _____

Location: _____

Participant cost if any: _____

Any special instructions for participants: _____

Information about event that will help promote it: _____

Types of communication desired for event (check below)

Electronic	Print	Verbal
<input type="checkbox"/> Web <input type="checkbox"/> w/web sign up form (please be sure to include email to have forms forwarded to on this sheet)	<input type="checkbox"/> bulletin	<input type="checkbox"/> verbal announcement by worship leader the week of event only
<input type="checkbox"/> Facebook	<input type="checkbox"/> Bulletin insert	
<input type="checkbox"/> ENews	<input type="checkbox"/> RSVP on Card	
<input type="checkbox"/> Worship Slide	<input type="checkbox"/> Poster	
<input type="checkbox"/> Cel.ly		

Main contact person: _____

Email: _____

Phone: _____

Office Only: Dates to be ran

<input type="checkbox"/> Web: _____	<input type="checkbox"/> Worship Slide: _____
<input type="checkbox"/> Bulletin: _____	<input type="checkbox"/> Poster: _____
<input type="checkbox"/> ENews: _____	<input type="checkbox"/> Facebook: _____
<input type="checkbox"/> Insert: _____	<input type="checkbox"/> Cel.ly: _____
<input type="checkbox"/> RSVP on Card: _____	<input type="checkbox"/> Verbal Announcement: _____