

Request for Publication/Display

Indicate your top three priorities by placing 1, 2 or 3 in requested box. (1 = Most important)

☐ Bulletin

☐ Newsletter

☐ Worship Announcement

☐ Website

☐ Facebook

☐ Bulletin Board _____

Indicate FC or DT

Announcement Start Date: _____ End Date: _____

Name of Event: _____

Date(s)/Time(s) of Event: _____

Location of Event: _____

Write the information as you would like to have it included, or attach additional page. Include contact information regarding this event. *(Guidelines for submitting announcements located on reverse side. We reserve the right to edit text as necessary.)*

Contact Information *(Required)*

Name: _____ Phone: _____

E-Mail: _____ Date Submitted: _____

For Office Use

Reviewed by: _____ Forward to: _____

Approved: ☐ All

☐ #1

☐ #2

☐ #3

☐ None

Additional Information: _____

Guidelines for Submitting Requests

GENERAL INFORMATION: Articles and announcements submitted for publication must be appropriate and clear. Bulletin articles must contain contact information. Slides and bulletin articles are restricted to three times maximum. Flyers for the bulletin boards or display boards must be well done and not handwritten. We encourage graphics to be submitted with your request but it is the discretion of the staff whether it gets utilized. As a rule, we will only include bulletin inserts for special emphasis events. We generally do not advertise events sponsored by outside organizations; however some activities can be listed in the community event section.

DEADLINES:

- Worship Announcement - Monday prior to requested Sunday
- Bulletin - Tuesday 10:00 a.m.
- Newsletter - Four weeks prior to publication
- Website - Monday prior to requested Sunday
- Facebook - Monday prior to requested Sunday

HOW TO SUBMIT: Please submit your announcement using this request form located in the church office or on the website. You may submit it to the church office via e-mail or dropping off the form during church business hours. Please note that we WILL NOT accept any announcements over the telephone or through the voicemail.

CONTACT INFORMATION: Your announcement must include contact information when appropriate. Please do not instruct people to call the church office for more information about your event. Please double check phone numbers and e-mail addresses for accuracy.

INCLUSION: All requests are reviewed before publication. We reserve the right to edit your announcement for length and content if necessary. Due to the large number of events published throughout the year, it may be necessary for us to shorten the duration of your announcement. Please make sure your event has been scheduled on the church calendar. Submission of a request does not automatically ensure it is on the calendar. Approval for the publication on the website and Facebook page comes via the Connections Coordinator and Pastors.

We hope the above information will help you plan the advertising for your scheduled event. If you have any further questions about these guidelines, please call the church office at 715-386-9313. Thank you and God Bless.