



Red Mountain United Methodist Church Advertising/Communications Worksheet

Name of Event: _____
Purpose: _____
Date: _____ Time: _____
Location: _____
Brief Description: _____

Contact Person: _____ Phone or Email: _____

Thank you for considering various ways to reach out and communicate! Please be sure to include the key details above in all of your communications. Below are some communications ideas and guidelines to assist you. Thank you again!

- Banners (Power and/or Sericin)
 - Check with office to determine banner size compatible with other banners for the season
- Bulletin Announcement (for a Sunday, submit to office by noon Wednesday)
- Door Hangers (to be distributed in the surrounding neighborhood)
- E-news (for Thursday distribution, submit to office by noon Wednesday)
- Email
- Social Networking: Facebook/Twitter (contact Pastor Dot)
- Insert or Invitation in bulletin (for people to give to their FRAN list)
 - subject to space availability
 - submit editable draft electronically to church office at least 2 weeks in advance of date requested for inclusion
- Newsletter (Deadline: 15th of the month prior. Please Note: Some issues may be combined and require 2 months prior submission.)
- Flyer
 - May be distributed on site, off site, preschool)
 - Submit draft electronically to church office prior to desired distribution date)
- Mailing (submit draft letter to church office along with targeted group of recipients)
 - Mailer(s)/Postcard (purchased or created in house)
 - Letter/flyer to church family or specific group
- Newspaper ad request (please contact church office by the 10th of the month prior to the month in which you wish advertising to appear) (Note: there is typically a cost related to this.)
- Posters (on and off site)
- PowerPoint Announcement Slides for worship (for Sunday, submit slides or information for slides to church office by Wednesday)
- Press Release for newspaper articles or blurbs (please contact church office by the 10th of the month prior to the month in which you wish article to appear)
- Sign (with moveable letters) on Power Rd.
- Website (contact the web page developer for your area or the Internet Ministries Team)
- Verbal Worship Announcement (submit draft to church office by noon Wednesday)
- Other _____