

Publicity

Contact Person: _____

Phone Number (if questions): _____

Today's Date: _____

Name of Event: _____

Date and Time of event: _____

Check all those types of publicity needed.

Bulletin (email info to Kay Clancy by **Tuesday @ 4 PM** for next Sunday's bulletin)

Bulletin insert—prior approval from Pastor

Newsletter (email article(s) to Kay Clancy by the **15th** of the month)

GUMINFO (an E-newsletter will be sent out midmonth for any announcements)

Information needed TWO weeks prior to date needed:

Facebook

Website

Announcements (Worship and Narthex screen)

Flyers (indicate the date needed; check the size and numbers needed)

Date needed: _____

Size needed: _____ 1/4 Sheet Number Needed _____

 _____ 1/2 Sheet Number Needed _____

 _____ 8½ X 11 Number Needed _____

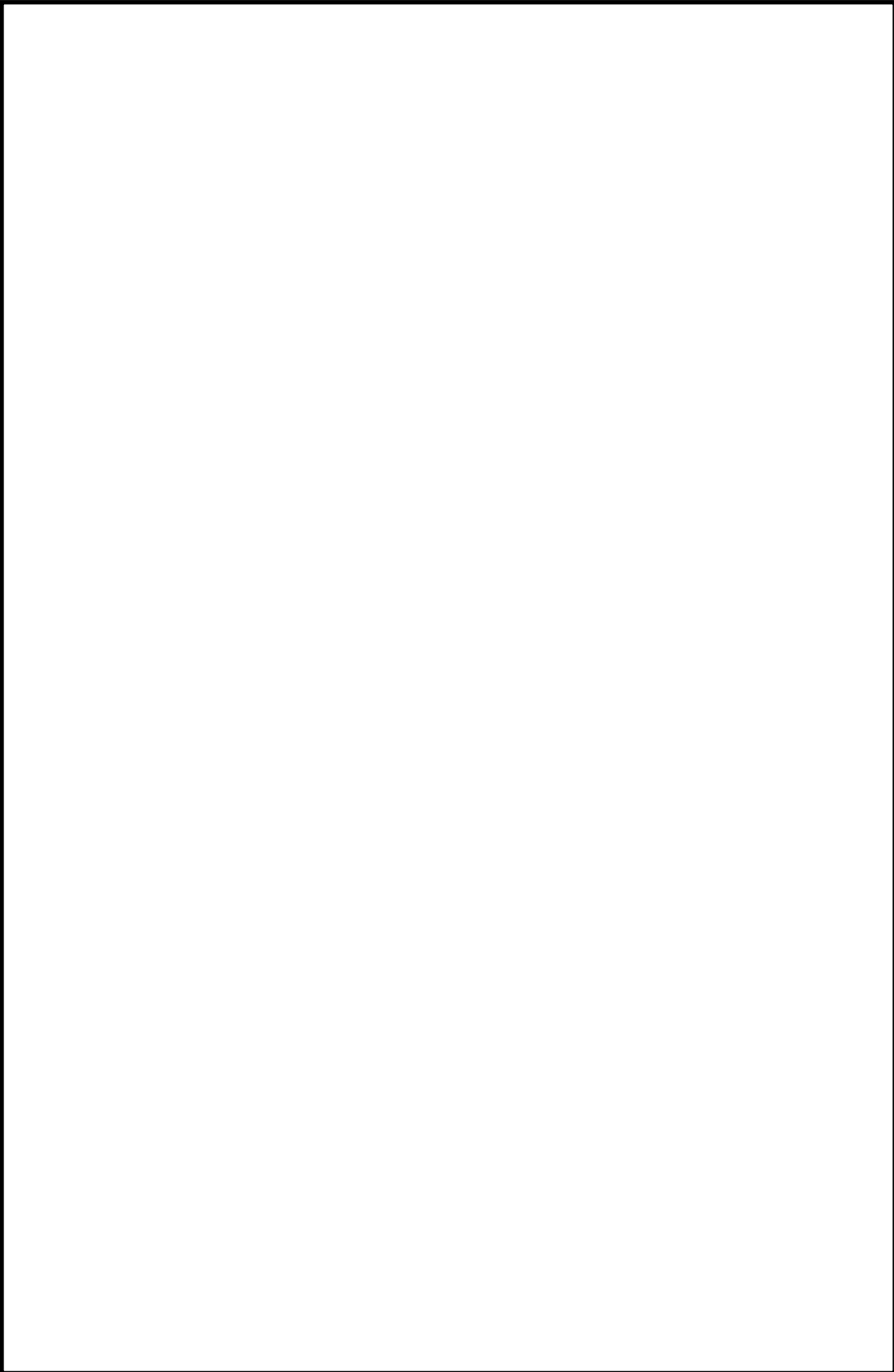
 _____ 11 X 17 Number Needed _____

TURN OVER

On backside, please show exactly what information you want included on the flyers, announcements, Facebook and website.

TYPE OF INFORMATION TO INCLUDE:

Name of Event, Date, Time, Location, Address, Cost, Who benefits if fundraiser, Sign-up Deadline, Contact person



**Print
clearly
exactly
what
You
want
on
Publicity!**