



## Faith UMC Publicity Request Form

Name of Ministry:	Today's Date:
Contact Person:	Phone #: E-mail:
Name of Event/Activity being publicized:	
Date(s)/Time of Event/Activity:	
Intended Audience:	
Has the event been placed on the church calendar so as to avoid conflict(s)?	
If necessary, has this event been reviewed and approved by church council, staff, etc?	
Details of Event/Activity (be specific as to what you want advertised):	

**Below, please check all desired forms of publicity and return this form to the Church Office.**

(You will be notified of any costs to your organization.)

**Note:** As a general rule, "the earlier... the better" is good guidance for publicizing events. Info for Newspaper/On-line event calendars must be submitted at least 2-3 weeks in advance. Please plan ahead.

- Bulletin Announcement/Insert – Office Manager
- In-Worship Announcement – Pastor Caleb
- eNote – Pastor Caleb
- Facebook/Twitter Message – Office Manager
- PowerPoint Slide for AV – Beth Kawczynski
- Newsletter Announcement – Office Manager
- Photography – Ed Kawczynski
- Newspaper Release – Barb Hendrickson (*If photos are to be included, provide or send digitally*)
- Patch News – Barb Hendrickson
- Website Announcement – Michelle Babics
- Calling Post Message – Sandy Ward
- Text Blast – Sandy Ward
- Orland Park Chamber of Commerce On-line Event Calendar – Sue Dust

THIS REQUEST WILL BE PROCESSED IN 5-7 BUSINESS DAYS. IF YOU DO NOT RECEIVE CONFIRMATION IN THAT TIME, PLEASE CONTACT BARB HENDRICKSON AT (708) 873-1545 or fechnerb@sbcglobal.net