



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 – Linda Bitzer
- In-Worship Announcement – Pastor Caleb
- eNote – Pastor Caleb
- Facebook/Twitter Message – Pastor Kelli
- PowerPoint Slide for AV – Beth Kawczynski
- Mass Mailing – Ron Drechsel
- Newsletter Announcement – Linda Bitzer
- Brochure/Flyer – Kathy Drechsel
- Newspaper Release – April Pruiam *(If photos are to be included, provide also or send digitally)*
- Outdoor Banner/Sign – Madeline Magnus (708) 687-6789
- Website Announcement – Sandy Mawhinnie
- Calling Post Message – Sandy Ward
- Cable News Info Channel – April Pruiam
- On-line Event Calendars – Kathy Drechsel

THIS REQUEST WILL BE PROCESSED IN 5-7 BUSINESS DAYS. IF YOU DO NOT RECEIVE CONFIRMATION IN THAT TIME, PLEASE CONTACT ED KAWCZYNSKI AT (708)532-4171 (cell) or ewk112@sbcglobal.net