

# Request for Event Promotion

The Communications Team can help you promote your Winterville UMC event through various methods. All event promotions must have an Event Promotion request form completed at least one week before promotion will begin. For maximum exposure, plan to begin promoting events at least 5 to 6 weeks in advance. Please complete and return this form to the church office or deposit in JoAnn Snow's mail slot.

Ministry/Group Leader name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Submission date: \_\_\_\_\_

Event Title: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Time from: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm Location: \_\_\_\_\_

Admission Cost: \$ \_\_\_\_\_ or  Donations  Free Proceeds benefit: \_\_\_\_\_

Is this event open to:  general public  churchwide  specific group: \_\_\_\_\_

This event requires:  RSVP  registration form  online registration  sign-up sheet  notify church office or

reply to (person's name)? \_\_\_\_\_ Sign-up deadline date: \_\_\_\_\_

Is childcare being provided?  Yes  No If yes, for what ages: \_\_\_\_\_ Childcare cost (if any): \$ \_\_\_\_\_

Will food be provided?  Yes  No Attendees should bring: \_\_\_\_\_

Please indicate how you would like your event promoted/advertised? Check all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Bulletin (deadline: Wednesdays)   | <input type="checkbox"/> Newsletter (deadline: 3 <sup>rd</sup> Monday of every month) | <input type="checkbox"/> Bulletin board   |
| <input type="checkbox"/> E-blast (deadline: Mondays, 10 a.m.)  | <input type="checkbox"/> Mailer   | <input type="checkbox"/> Outdoor banner*  |
| <input type="checkbox"/> In-house posters  | <input type="checkbox"/> Community posters  | <input type="checkbox"/> Pulpit announcement  |
| <input type="checkbox"/> Athens Banner-Herald Ad*  | <input type="checkbox"/> ABH Church Round Up (free)                                   | <input type="checkbox"/> Oglethorpe Echo Ad*  |
| <input type="checkbox"/> Press release   | <input type="checkbox"/> Facebook   | <input type="checkbox"/> Website  |
| <input type="checkbox"/> Flyers/Bulletin inserts   | <input type="checkbox"/> District Newsletter  | <input type="checkbox"/> Church sign ( <input type="checkbox"/> 1 week posted or <input type="checkbox"/> 2 weeks posted) |
| <input type="checkbox"/> Advocate (Published monthly, 1 <sup>st</sup> & 3 <sup>rd</sup> Friday. Copy due 2 weeks in advance) | <input type="checkbox"/> other: _____   |   |

\*Fees may be involved. Please contact JoAnn Snow for information.

Will you need additional printed materials?  Yes  No Please check all that apply.

Booklets  programs  tickets  postcards  flyers  brochures  posters  other: \_\_\_\_\_

Would you like contact to be made or information sent to those who have registered?

Information flyer/brochure/packet  Follow-up phone calls  follow-up postcards  other: \_\_\_\_\_

If yes, please attach information you would like communicated. Be thorough, this information will be used when contact is made.

Do you have specific graphics that you would like used when applicable?  Yes  No If yes, your graphic will need to be given or emailed to [joann.snow@gmail.com](mailto:joann.snow@gmail.com) ASAP.

Please note any other information that needs to be included in promoting your event. \_\_\_\_\_

We reserve the right to edit as we see necessary. Would you like to proof any changes that have been made?  Yes  No

Attach any additional information you have available that will help promote your event.



Winterville United Methodist Church