



# 1st United Methodist Church Media Ministries Form

To ensure proper information, please fill out the following form to request an announcement in the bulletin, weekly slides or monthly newsletter.

Ministry/Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Announcement Type:**

- Church wide event
- Small Group
- New Bible Study
- Volunteer Opportunity
- Outside Group Event
- Off Campus Event

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Registration Deadline: \_\_\_\_\_

Event Location: \_\_\_\_\_

- If on 1<sup>st</sup> Church Campus, have you reserved your room with the Office?  Yes  No
- Have you submitted the necessary AVL and room reservation forms?  Yes  No

**Type of Announcement Desired:**

- Bulletin
- Announcement Slide
- Chimes
- Press Release or ad\* in paper
- Flyer
- Poster

\* Advertising costs may apply

**Brief Description of the Event:**

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For office use only:	
Date Received: ____-____-____	By: _____
Approved: _____	Date Published: _____

## Publication Deadlines

### Bulletin Announcements:

- **Deadline is Tuesday by 5:00 pm**
- **Event Announcements require advanced notice - Minimum of two weeks prior to event date**
- **Events Announcements with deadline - Minimum of two weeks prior to deadline date.**

### Chimes Articles & Announcements:

- **Deadline is the 15<sup>th</sup> of the month before publication.**
- **Word limit is 500 words**
- **All articles are to be emailed to [mediaministry@whatis1st.com](mailto:mediaministry@whatis1st.com) in a Word doc file**
- **Items are accepted on a space available basis, and are subject to editing**
- **Pictures must be provided by email or on a flash drive**

### Announcement Slides:

- **Design is at editor's discretion**
- **Deadline for information is the same for Bulletin announcements.**

### Other Publications\*:

- **Press Release – Thursday of the week prior to desired publication week**
- **Flyers/Posters/Outside Advertisements – require meeting with Media Ministries Coordinator to discuss design layout and printing.**

\*Please note - charges may apply to cover outside advertising, as well as in-house printing and material costs.