

Communications Form

Ministry Area _____

Contact person's name _____ Phone number _____

Contact person's email _____

Event Name _____ Event Date _____

Description of event: *(Please write exactly how you want it published)*

Where would you like it published? **PLEASE NOTE DEADLINES BELOW!**

- Monthly E-Newsletter **Publish date (s):** _____
- Announced from pulpit — **Announcement Date:** _____
- Bulletin — **Publish date(s):** _____
- Slides for Flat Screen in Lobby on Sunday am
- WFMC web site
- Radio — **Publish date(s):** _____ **Paid for by:** _____
- Newspaper — **Publish date(s):** _____ **Paid for by:** _____

Deadlines:

- *E-newsletters are published monthly. Please turn in your information by the 3rd week of the month prior to insertion.
- *Please turn in your information for Pulpit announcements by Wednesday!
- *Bulletins are published on Wednesdays. Please turn in your information by Tuesday.
- *Radio, Newspaper and Bank Marquee announcements must be turned in at least 3 weeks in advance of event date.
- *Please be considerate of these deadlines!

If you have specific pictures or graphics you would like to use, **please email those to: info@williamstonfmc.org**.
If you don't have graphics but would like to include some, please give an idea of something you would like to see

If you have further questions about publishing events, please contact Amanda Miner at (655-3668) or info@williamstonfmc.org