



Promotion & Communications Form

Please return this form to Kim Cox, Administrative Assistant to Business & Communications.

Contact Name: _____ Date: _____

Phone: _____ Day-time Phone: _____

Email: _____ Date of Event: _____

All publications used for an event must be proofed and approved by the Communications Team in the church office before printing. Publications can be submitted by email to communications@livingwordumc.org or hard copy to Katie Lorenz's mailbox.

Internal Publicity -

Where do you want this published: (circle all that apply)

Beacon Worship Carry Out Connect Card TV Monitors/Worship Slides

Living the Word Weekly Email Worship Announcement (if time allows)

You are responsible for writing your article. The article should be short and to the point (175 words or less). Within the article include the Who, What, Where, When, and How with less emphasis on the Why. These articles need to be submitted by the Monday prior to the issue date.

Please email articles to communications@livingwordumc.org. You need to only submit one article for all venues of publicity. If you do not have access to email please call Katie at 636-821-2800.

External Publicity –

Where do you want this published: (circle all that apply)

Press Release Newspaper Radio Direct Mail Postcard

The cost involved in these venues will be absorbed by your committee or ministry. You will be contacted by the Director of Marketing and Design to set a marketing plan for your event.

Administrative Needs –

My event will require: (circle all that apply)

Programs Flyers Certificates Copy/Collating

Ticket Sales Tracking Special Mailings Group Emails Sent

Other: _____

Office Use Only:

Proofed by: _____ Date: _____