

# Murphysboro United Methodist Church

## Request for Promotion of Event

If you are the sponsor of an event at MUMC that you would like the Publicity & Promotions Team to help publicize, please complete the information below and put this form in the P&P mail slot in the workroom off the Sanctuary. A member of the P&P Team will contact you if further information is needed to help work out a promotional campaign.

<b>Title for Event</b>	
<b>Date and Time of Event</b>	
<b>Location of Event</b>	
<b>Event details – what you want us to tell people about your event</b>	
<b>Target Audience</b>	
<b>Graphic - If you have a specific graphic, please attach it or list the website where it can be found.</b>	(Or if not, but you'd still like one, do you have something in mind? Graphic not required.)
<b>Contact information – for the person we can contact if we have questions about promoting your event</b>	Name:
	Phone:
	Email:
<b>Additional Info – anything else you can tell us about what you want done to promote your event (see notes below)</b>	(If applicable, please include a blurb for the Bulletin and worship leader announcement.)
<b>Dates to list event in the Bulletin?</b>	(Typically this would be the two Sundays before the event and a reminder on the day of event.)
<b>Dates for worship leader announcement?</b>	(If requesting.)

Please note the following deadlines for event promotion (please submit information in time for us to review and still meet these deadlines):

Bulletin: Wednesday at 10:00 am

Compass newsletter: 3<sup>rd</sup> Monday of prior month

MUMC Current Events flyers: 4<sup>th</sup> Monday of prior month

Newspaper and Radio Community Events listings: Two weeks before ad to run

Please note: The typical promotion for most events includes: the weekly Bulletin, monthly Compass newsletter, on-screen worship announcement, church website, Facebook post, current events flyers posted around the church, and sometimes a verbal announcement by the worship leader if requested. If there is a special type of promotion you would like that's not included here, please request it under "Additional Info" above for consideration by the P&P Team.