

Guidelines for Ministry Promotions Northern Hills United Methodist Church

These standards are a foundation for church communications. Our desire is to help publicize all church events as effectively as possible.

Occasionally, due to a large number of events going on simultaneously, the staff will have to determine which events to publicize. Announcements that pertain to the church mission will take precedence over those that don't. Another standard that will be considered is the scope of people that the announcement is intended to reach. The office staff will have final editorial privileges.

Generally, with most types of promotions, we need to have the event scheduled on the calendar, as well as the pertinent information about the event. You'll be directed to the church website to schedule the event (Meeting/Event Reservation Request Form), once you receive your confirmation email you will then need to go to the church website and fill out the Publicity Request form. This will be all of the information you need to provide to promote your event.

Booking a Calendar Date, Room or Tables in the Lobby: Go to www.nhumc.org, click on Connect/Resources and choose "Room/Reservations Request Form." Fill out the form. You will receive a confirmation email once it is reserved on the church calendar. Contact, Tanna Finley, TannaF@nhumc.org for changes.

Tables in the Lobby:

Submittal deadline: **4 weeks prior to the Sunday you wish to have a table.**

Duration: 2 weeks at a time. If further table publicity is needed you can make another reservation after a 1-week break. The lobby's primary purpose is for fellowship, no more than 2 tables will be set up at any one time. Contact, Tanna Finley, TannaF@nhumc.org for changes.

Promoting Your Event: All promotions need to be submitted through the website: Go to www.nhumc.org, click on Connect/Resources and choose "Publicity Request Form." Fill out the form. Promoting events, include **bulletin announcement, posters, TV in lobby, slides during worship, preworship slides, placement on the website as an upcoming or featured event, and placed on social media (Facebook and Twitter).**

Submittal deadline: **6 weeks prior to the date of the event.**

Duration: 3 weeks

When submitting your information for your event, be sure to include all details requested on the form. Forms will not be put in the queue until all information is received.

NHUMC Network: Requests to place an article into the quarterly publication will be done as stated above. Due dates are printed in the mid-week update and on the church calendar.

Audio/Video: Requests for all audio/video must be submitted 6 weeks prior to event. Requests will be submitted on the same form as promotions.