



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 1st 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:

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 15th of the month before publication.**
- **Word limit is 500 words**
- **All articles are to be emailed to 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.