

Communication At It's Best

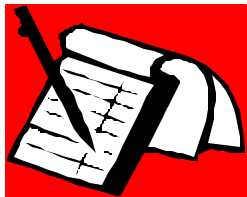
Spreading The Word

Name of Event: _____

Date of Event: _____

Contact Information: _____

We all know that at times it can be difficult and time-consuming to put our thoughts into words and write for our church's publications. In order to help the many church leaders, volunteers, and coordinators use their time more efficiently the St. Luke's Communications Ministry has come up with a publications plan to make their life easier.



Publication Options & Deadlines

Tidings (month) _____

Must be received by the 1st Monday of the month prior to the publication month.

To be included in the following publications, the item must be received by Tuesday 12:00 pm of the week of publication.

Sunday Leaflet (Y/N) _____

Item will run for 3 Sundays

Weekly E-News (Y/N) _____

Item will run for 2 Sundays

Stall Street Journal (Y/N) _____

Item will run for 2 Sundays

Website (Y/N) _____

Will you need any of the following publications and by what date? (Must give at least three weeks notice)

Posters _____

Invitations _____

Fliers _____

Postcard Reminder _____

Other _____

Guidelines for St. Luke's Publications

Thank you for agreeing to be a contributor to the publications of St. Luke's Episcopal Church. Please fill in any pertinent information below, provide typed text attached to this form, submit online, or by disk and return to Warren Taylor in the Parish Office. We will take your basic information, write it up and publish it in the formats of your choice. **Please fill in the information to the left as to which publications you prefer to have your event advertised.** For more information contact Warren Taylor at 828-6425 or publish@saintlukes.net. This form is also available online at www.saintlukesepiscopal.net.

Sponsored by church ministry _____

Location of event _____

If not at the church, please give directions and a name and phone number for the location _____

Time (be sure to include start and ending) _____

Cost _____

Child Care? Cost and location _____

Who is it for? Age group, church, visitors, etc. _____

Describe the activity:

What will the person attending get out of it?

Why should people attend?

Any other information we need to know?

Thanks so much for taking time to do this. Now our job will be to publicize your event; your job will be to do all you can to make it an event the Lord will be proud of and to pray for the leaders and people attending.

Blessings,

The Communications Ministry at St. Luke's Episcopal Church