



FRANCONIA
UNITED METHODIST CHURCH

FUMC Events

Communications Request Form

PLEASE READ PRIOR TO COMPLETING THE FORM

Use this form to provide information about your event or to request other announcements on behalf of your ministry. This information will help the Communications Team publicize your event in a timely manner, whether to the internal FUMC community or to the larger Franconia/Kingstowne community. Please follow these steps *in this order*:

1.) Make sure your event is on the church calendar. We do not publicize events until they are on the church calendar. To be placed on the calendar submit a Building Use Form to the Church Office as soon as possible after your ministry approves the event. Building Use Forms can be found on the door of the church office or downloaded at www.franconiaumc.org/forms/

2.) Complete and send this Communications Request Form to news@franconiaumc.org. Do this as soon as your team has the event planned. *Preferred timeline for publicity requests is 8 weeks in advance;* especially important for larger community events that should be advertised through outside media, as there are long lead times required from the publications and radio stations to which we send news releases.

Questions? Please contact Sharon Sheldon, Communications Chair: Communications@franconiaumc.org

Complete all information as requested, below:

| | | | |
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| Your Name: | | | |
| Email Address: | | | |
| Telephone #: | | | |
| Event Title: | | | |
| Event Date(s): | | Event Start and End Times: | |
| Did you submit a Building Use Form yet? <i>(publicity begins following confirmation that event is on the church calendar)</i> | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sponsoring Ministry(ies) – check all that apply: | | | |
| <input type="checkbox"/> AGC Preschool | <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Christian Education | <input type="checkbox"/> Church Council |
| <input type="checkbox"/> Methodist Men | <input type="checkbox"/> Missions | <input type="checkbox"/> Music | <input type="checkbox"/> NOW Ministries |
| <input type="checkbox"/> Nurture & Care | <input type="checkbox"/> Outreach | <input type="checkbox"/> S/PPRC | <input type="checkbox"/> Trustees |
| <input type="checkbox"/> Worship | <input type="checkbox"/> Other: | | |

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| Event Location(s) – check all that apply: | | | |
| <input type="checkbox"/> Cokesbury Hall | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Parlor | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Small Kitchen | <input type="checkbox"/> Stage Room | <input type="checkbox"/> Youth /Room | <input type="checkbox"/> Outside (e.g., parking lot, back field) |
| <input type="checkbox"/> Other: | | | |
| Event Description (include important details, but please be concise): | | | |
| | | | |
| If advance registration is required or recommended for this event, please describe details here, including any links to online registration: | | | |
| | | | |
| Target Audience: | | | |
| <input type="checkbox"/> General church membership only (internal publicity only; e.g., slides, Happenings, website, Facebook page) | | | |
| <input type="checkbox"/> FUMC plus the greater Franconia/Kingstowne community (internal and external publicity) | | | |
| <input type="checkbox"/> Other: | | | |

SPECIAL REQUESTS:

If you have specific requests related to the publicity for this event, please describe them in the space below. Examples of special requests are suggested graphics or media that should be used to publicize this event (e.g., postcards, email blasts). The Communications Ministry will try to honor such requests, but your information may be revised to conform with FUMC’s guidelines or other limitations.

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USE OF GRAPHICS:

If you have a specific graphic you’d like us to consider, please email it along with this form to news@franconiaumc.org or provide details where it can be found.

ADDITIONAL MEDIA FOR EVENT PROMOTION:

If desired, the FUMC Communications Ministry can work with you to create materials to help publicize your event. *Note:* your ministry is responsible for the cost of reproduction and distribution of such materials.

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| <input type="checkbox"/> Flyer (8 ½ x 11 inches) | <input type="checkbox"/> Postcards |
| <input type="checkbox"/> Business Card | <input type="checkbox"/> Other: |