

Tucker First UMC Event Communication Request Form

Complete and e-mail to communications@tfumc.org OR place in the Communications/WebMinistry team mailbox in the church office.

Your name _____ Alternate contact name _____

Preferred method to contact you about this communication request:

email, please PRINT your email address (& alternate contact's)

phone, please provide preferred #s in order _____

Name of Event _____

Date(s) of Event _____ Time Beginning _____ Ending _____

Location of event

@ Tucker First UMC in the

- Sanctuary
- Jenkins Hall
- Activities Center
- Wesley Center
- Music Center
- Chapel
- Other, specify location or room #

Other than @ Tucker First UMC,
specify location name and address

Requested lead time for communication

- at least one month before event start
- at least 2 weeks before event start
- week of event
- day of event

Audience for communication (check all that apply)

- all members and regular visitors
- new or infrequent visitors
- community

Requested avenues for your communication (check all that apply)

- weekly e-mail
- worship bulletin
- Trumpeter
- Web site
- Road sign
- Poster within church
- Flyer for outside the church
- Other, specify _____

Your message (may attach separately if needed or desired & note "see attachment" in the space below)
For help, see communications guidelines.

Communication Guidelines

- 1) All printed materials should contain the following information:
 - a. name of the church
 - i. Preferred: full version Tucker First United Methodist Church
 - ii. Acceptable: Tucker First UMC
 - iii. Second and subsequent uses in same publication: Tucker First or TFUMC
 - b. the phone number for the church office
 - c. the address for the church
 - d. the web site address
 - i. if your event or ministry has a specific web page, it is acceptable and advisable to use the shortcut for that specific page (e.g., <http://www.tfumc.org/Christmas>) instead of the main page.
- 2) Respect copyright laws.
 - a. Most printed material, images on other websites, and music is copyrighted. Do not simply “copy and paste” or use other material in developing your material without investigating, and when necessary, obtaining required permissions.
 - b. If in doubt, contact a member of the Communications ministry
- 3) Use the church logo whenever possible on printed material to present a consistent image for the church. Do not alter the shape (stretch or skew) of the logo.
- 4) The deadlines for the various communication vehicles
 - o Trumpeter: comes out third week of the month, deadline for submission is the Thursday of the second week of the month
 - o E-blast comes out on Mondays, deadline for submission is the Thursday before
 - o Bulletin Spotlight deadline is noon Wednesday
 - o Special bulletin insert deadline is two weeks before insert is to be included
 - o Wednesday Night Supper PowerPoint deadline is 4pm Monday
 - o Sunday Gathering Room LCD deadline is 4pm Friday
- 5) If using e-mail, all communication requests should be sent to communications@tfumc.org
- 6) If placing information in the Communications / Web Team Ministry mailbox in the church office; please allow extra time for pick up by our communication team volunteers.
- 7) Please be aware that there are space constraints that impact what information is included in which publications. If you have a concern about your event not getting enough “press,” please don’t hesitate to discuss it with the Communications team.

Points for you to think about in your communication planning

- Is registration required? If yes,
 - o What information is required to register?
 - o When, where and how is registration taking place?
 - o Where does the paper form need to go?
 - If another ministry area (e.g ushers) will be helping distribute forms, make sure they know what to do with completed ones they might be handed back.
 - o Do you want an online form?
 - All completed online forms are returned via e-mail, so be sure to provide the desired return e-mail address.
 - Each form will show up in your inbox with the same, pre-configured Subject line to make it easy to identify the message as a completed form.
 - You can have “required” fields as well as optional ones. The web team representative will work with you to develop the form.
- Is there a cost?
 - o If yes
 - What is the cost?
 - If the event is open to all ages, is there a difference between adult cost and children’s and is there a family max cost?
 - What do you want on the memo line of check so it gets credited to the right account?
 - o If no
 - Is a love offering going to be taken? (and what to put on the memo line)
- Need help planning? That’s what the Communications ministry is here for – just ask us!