

## Quick Reference Guide to TFUMC Communications

Your volunteer communications team wants to help you “get the word out” about your ministry activities. Here’s how to contact us and when to contact us (our deadlines to ensure we can do what you need.) Note that getting your information to us sooner is better as it helps us help you plan your communications strategies. We look forward to working with you!

**Communications Contact:** [communications@tfumc.org](mailto:communications@tfumc.org)

**Information to provide -- answer these questions: who, what, when, where, how, how much, & why**

**Hint: Don’t have all the info yet? Give us what you have!**

- **Who:** who is invited, who is involved, who is needed, etc.
- **What:** what is happening, what do you want people to do, etc.
- **When:** Date & time (If it will span more than one day, provide start date/time & end date/time)
- **Where:** Exact location: on campus building, room #, off campus provide the complete address
- **How:** How to contact someone for more info (name, phone, email address), how to register, how to help, etc.)
- **How much:** What’s the cost; how do they pay; what to put on the memo line of a check to the church
- **Why:** Explain why they should give/help/whatever it is you want them to do

**General deadline:** 5 p.m. Sunday for information to be included in regular/weekly communications.

**Newsletter deadline:** Generally the first Tuesday of each month unless otherwise notified. Below are the upcoming newsletter submission deadline dates:

- June 8 (note new date)
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4, 2011

**Questions? Please ask!**

Communications team lead: Evelyn Burkett

Communications team staff liaison: Patti Rioux

Newsletter editor: Katherine Griffith

**Your Notes:**