

Please fill out the sections below for the type of publication you need. You may e-mail Alexa a copy of this form or turn in a hard copy. The following are the acceptable formats for graphics: PDF, .JPG, or .PNG. For a major event, it is suggested to start publicizing a month before the event. It is also suggested to plan 3 months ahead of a major event. If you have any questions, please do not hesitate to reach out to me.

Name of Event (Official title): _____

Date: _____ **Start Time:** _____ **End Time:** _____

Reoccurring Event? If so, when does it end? _____

Ministry: _____ **Contact:** _____

Phone Number: _____ **Location:** _____

Bulletin Article: Bulletin submissions are due every Tuesday by noon. Bulletin articles will run for 3 weeks unless otherwise noted. Space is limited. **Date Needed:** _____

Event Title (This will be bolded): _____

Details: _____

If you would like to personalize a PowerPoint Slide for your announcement, please view the section below.

Sunday PowerPoint Slide: A video of upcoming events plays before Worship begins every Sunday. Each slide contains date/time & location with the most crucial details of each event. If you would like to include a picture/graphic of your choosing, please e-mail it to Alexa in a .JPG or .PNG format along with your bulletin submission. If there is not a preference, a Canva template will be selected for you.

Color Scheme Preference? _____

Sign Up Form/Headcount: Available on the Website. If needed, it will be listed by your event.

Date to be published: _____ **Event Capacity:** _____

Questions needed (name & email are default questions):

1. _____
2. _____
3. _____

Email where notifications people sign up will
be sent to: _____

Churchwide Text Message: Please keep text messages brief as possible. As of now, text messages are not able to be scheduled. Please confirm availability with Alexa.

Date to be sent out: _____ **Time:** _____

Text: _____

Epistle: Epistles are e-mailed/mailed out every 1st of the month. **EPISTLE ARTICLES ARE DUE EXACTLY A WEEK BEFORE THE 1ST UNLESS OTHERWISE STATED.** Please submit your Epistle article as a PDF format and any graphics in a .JPG or .PNG format. Please let Alexa know if you would like her to pick out any graphics for you.

Churchwide Email: Churchwide e-mails have an unlimited capacity. Please submit images and any links via email to alexa.velasco@stlukesumc.org. If you would like a specific ministry (youth, challengers, SLDS, scouts, CLC, children's ministry) to send it out to their e-mail list, please contact them directly.

Date to be sent out: _____ Time: _____

Details: _____

Website/Event: Please fill this section to its entirety. Date to be published: _____

Title: _____ Subtitle: _____

Details: _____

Event End Date: _____ Event End Time: _____

Outside Sign: The electronic sign is located facing Highland traffic. Space is very limited.

Date to be published: _____

Details: _____

Printed Material: Please submit a request for printed material as soon as possible. The time of print will vary with each project. Please discuss your needs with Alexa. Date Needed: _____

___ 11x17 poster ___ 8x11 poster ___ business cards ___ vinyl banner ___ digital poster ___ booklet

Other: _____ Copies Needed: _____ Delivery Method: _____

Details: _____

Facebook: Please submit any images via email. Date to be published: _____

Details: _____

Other: Date Needed: _____

Details: _____

Additional Details: Date Met with Alexa: _____

Notes: _____