

Promotion Informational Sheet

Complete entire form and return to the Communication Director's office. *Please keep a copy for your records.*
This form must be submitted at least 45 days prior to the event date, in order to be promoted.
Any submissions received within a shorter period of time, might not be promoted in all ways requested.

EVENT NAME: _____

This event REPLACES a previously planned event (Explanation/what is changing):

Date(s): _____

Location: _____

Time: _____

Select which sources you would like this event promoted by:

- | | |
|--|---|
| <input type="checkbox"/> Welcome Center/Worship Service Rotating Slide | <input type="checkbox"/> The Calling newsletter |
| <input type="checkbox"/> FUMC Website | <input type="checkbox"/> One Call Now Email/Text |
| <input type="checkbox"/> FUMC Facebook Page Post | <input type="checkbox"/> Public Digital Billboard |
| <input type="checkbox"/> FUMC Facebook Event | <input type="checkbox"/> UMC District Email |
| <input type="checkbox"/> Daily Ardmoreite article - church account to be billed: _____ | |

** If you want a video or announcement recorded, please fill out a **Video Request Form** for Chris Hopper.*

Event Summary to be used in Facebook Post/Event:

Message to be sent via One Call Now (text limited to 320 characters):

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“The Calling” or “Ardmoreite” article):

Lined area for writing the article title or content.

UMC District Email:

Lined area for writing the UMC District Email.

Other Comments or Questions:

Lined area for writing other comments or questions.

Contact Person: _____
Phone: _____
Email: _____