

Steps of the Event Communication Process

1. Ministry Team Plans an Event and Completes an Event Communication Form and a Facilities Request Form.

Must be submitted 2 months prior. This includes information for BANNERS.

2. *No Event will be placed on the Church Calendar without a Completed Event Communication Form and Facilities Request Form.
3. Team Leader sends both Forms to the Office to have the Event placed on the Church Calendar. The Event will show in **RED** until its date/time/location is approved by STAFF.
4. Staff coordinates Church Calendar every Monday.
5. If Staff determines there are no conflicts, Event is placed on the Church Calendar in **BLACK**.

Ministry Team notifies other Ministry Teams who would be assisting with the Event.

(Example Deacons will need to be informed regarding the KITCHEN.)

6. Office Manager forwards Event Communication Form to Communications Team Leader (cstocksdale@cox.net) and keeps the Facilities Request Form in the office.
7. Communications decides how information will be disseminated.

- *Web Posting

- *Weekly email Blast (Constant Contact)

- *Sunday Announcements

- *Social Media

- *Display Case

- *Special Events - Banners, Postcards, Flyers

- * Easy Tithe (allowing on-line purchase or donation)

The contact person on the Event Form will be contacted by the Webmaster.

8. Upon completion of the Event, the Ministry Team emails photos to be posted on Church Website and/or social media to Communications Team Leader (cstocksdale@cox.net).
9. At the completion of the Event where contact information is gathered, the Ministry Team provides a copy to the Communications Team Leader (cstocksdale@cox.net).