



New Beginnings United Methodist Church

Birmingham, Alabama • A Place of Possibilities and Transformation

Church-wide Announcement Worksheet

Due the Tuesday prior to the first Sunday.

Announcement Title: _____

Post Announcement Date: _____ **Ministry Group:** _____

Contact Person: _____

Phone/Email: _____

Type: Event/Meeting Program Printed Material Web Content Calling Blast Email Blast

Ministry Area: Discipleship External Fellowship Missions Worship Music Administrative

Other: _____

Date: _____ **Set Up Time:** _____ **Start Time:** _____ **End Time:** _____

Location: _____

Promotional material has been previewed (graphic, event announcement, flyer) Yes No expected on _____

Many events are planned and advertised with little results in reaching new attendees. We are hoping that this form will assist you in thinking of creative ways to highlight your event by answering the questions below.

How does this fit into the church's mission/vision/S.M.A.R.T. Goals?

What will people miss if don't attend? (promoting the event is an important step for getting people interested in attending)

What is interesting about the event or is unique that would spark interest for people to attend?

Submitted to Regina Warren on _____ By _____

Church Marquee Message: _____

Received by Media Coordinator or Media Team Member: on _____

Name of Media Team Member _____

Assigned to: _____