

Advertising an Event at Madison First UMC

Event Name: _____ Clergy Approved: _____

Event Date: _____

Ministry Area: _____

Worship Invite Nurture Grow 1 Grow 2 Grow 3 Serve

WINGS Approved: _____ Yes _____ No

Event on Church Calendar: _____ Yes _____ No

1-6: Contact Debbie Watkins @ Debbie@madisonfumc.com or 706-342-3325

7-14: Contact Angie Ludlow @ angie@madisonfumc.com

1. Weekly Email: (Info due by Thursday @ 10 am) Run Dates: _____

2. Constant Contacts: Date/Time: _____ Date/Time: _____

3. Bulletin Insert: Date: _____ Date: _____

4. Facebook & Twitter: Date: _____ Date: _____

5. Loop (Power Point Announcements): Date: _____ thru Date: _____

6. Front Page Website: _____

7. Reserve Ministry Tables: Date: _____

8. Adult Sunday School Clipboards: _____ Yes _____ No

9. Children's Sunday School Clipboards: _____ Yes _____ No

10. Press Release: Date: _____ Date: _____

11. Website Content: _____

12. Brochure: Text Due: _____ Proof: _____ Print Date: _____

13. Mailed Flyers: Date: _____ thru Date: _____ Text Due: _____ Proof: _____

14. Roadside Banner: Date: _____

Sunday Morning Announcements: Contact Clergy over WINGS area the event is under.

Room Set-Up: Contact Troy Bryant @ Troy@madisonfumc.com or 706-474-8769

Please fill out the Event Information Form to have your event advertised.