

# Camden Methodist Church

## ANNOUNCEMENT REQUEST FORM

**Today's Date:**

Please fill out the following questions and submit this form at least 30 days in advance. This will help to insure inclusion in the **Calendar, Sunday Slide Announcements, News Letter, Web Page, and Facebook.**

Three months notification is recommended. Thank you.

Have you checked with the church calendar prior to planning this event? Please see the official calendar on our website at (camdenmethodist.org).

(Below are Questions that will help you form the announcement. The more you inform people the less questions you will have from outsiders who are not familiar with your group)

1. NAME of event and/or Group:

2. POINT of Contact (who is in charge) ... please provide:

- a) Name
- b) Phone number
- c) E-mail for contact person

Would you like this POC info published with the Announcement / Event?

3. PURPOSE: *(is this an: Outreach, Fundraiser, Information, Mission, Social, etc.)*

4. WHERE? *(please include all location: Kitchen, Fellowship Hall, Sanctuary, etc. Offsite address)*

5. WHO? *(Think about who you want to come to the event: Entire Congregation, Youth, The Community, Small Group?)*

6. VOLUNTEERS: *(do you want to announce that you need volunteers?)*

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7. DATE(s)/TIME(s):  
a) *(Beginning and Ending Date and Time of Event)*

b) *(Preparation and Clean-up Date and Time)*

1) *Prep*

2) *Clean-up*

8. **RECURRING:** *(is this announcement recurring?)*

a) *Frequency EG: First Thursday of every month*

b) *End date*

*Please notify by email if you are cancelling a meeting or taking a break.*

*Remember to notify the communications group if there is a re-starting date.*

9. If you have electronic information, (pictures, graphics, logos, etc.) please attach and send along with this form to communication email. (see email below)

10. Based on your answers, please phrase your announcement below.

PLEASE RETURN BY EMAIL

OR

Place in the "**COMPLETED FORMS**" folder, on the wall, in the church office and call (252)-335-7565 and leave message saying you have left the form.