



# Saint Paul African Methodist Episcopal Church

## CHURCH MINISTRY PUBLICITY FORM

If your ministry team or committee is hosting an event or activity, please fill out this form and submit it to the public relations committee by the deadlines specified below:

WHAT: Name of event or activity \_\_\_\_\_

WHO: Sponsoring/hosting organization \_\_\_\_\_

WHEN: Date and time \_\_\_\_\_

WHERE: Location \_\_\_\_\_

WHY: Purpose for activity \_\_\_\_\_

Primary contacts: Name, Phone, Email \_\_\_\_\_

Has the event been placed on the church calendar?  Yes  No

Has this event been reviewed and approved by the Pastor?  Yes  No

Details of Event/Activity  
(be specific): \_\_\_\_\_

Desired Publicity for Event/Activity-please check all desired (you will be notified of any costs)

### **Two weeks in Advance: Announcements**

Bulletin  Website  Worship Service  News Release (newspaper, etc.)  Calling post

### **One Month in Advance**

Flyer (100 Complimentary – Charges Apply for Higher Quantities)  
Brochures (100 Complimentary – Charges Apply for Higher Quantities)  
Postcard (Charges apply)  
Banner (Charges apply)  
Souvenir Booklet/Special Programs

Indicate what you need and include quantities:

**Note:** As a general rule "**the earlier the better**" is good guidance for publicizing events. News Releases to Newspaper/Radio have at least a two week minimum lead time before publication date. **Plan ahead. WE CANNOT GUARANTEE THAT THE INFORMATION WILL BE PUBLICIZED WHEN OR WHERE YOU WISH.**