

Getting the Word Out Submitting an Announcement

This form was created to better communications with the congregation and community. It is intended to be used by committee chairs, program leaders and staff. If you have an announcement, event or piece of news you would like to share, please fill out the form below and return to Mary Coleman in the church office.

Your Name: _____

Email: _____

Phone: _____

Committee/Program: _____

Please include this in the following places (check all that apply):

_____ Website (allow 24 hours for addition)

_____ Facebook (allow 24 hours for addition)

_____ Focus Newsletter (published 1st Wednesday each month – deadline Monday prior)

_____ This Week @PPC broadcast email (sent weekly each Thursday – deadline Thursday morning 8:00am)

_____ Bulletin (weekly – deadline Thursday morning 8:00am)

_____ Broadcast email to entire congregation (24 hours notice)

Title for Announcement: _____

Description (use back of form if needed):

Date of Event (if applicable): _____

Location of Event (if applicable): _____

Start Time: _____

End Time: _____

Other avenues for publicity would include Signs, Bulletin Boards, Coffee Hour Table after Service, Service Announcements, Hopewell Valley Church News and Newspaper Ad. If desired, you would need to contact the Communications Committee Chair, George White (ghwhite3@yahoo.com).