

WENATCHEE CHURCH OF THE NAZARENE

PUBLICITY FORM

Name: _____ Phone: _____ Email: _____

Sponsoring Ministry: _____ Overseeing Ministry Director: _____

Event Name: _____

Event Date: _____ Beginning Day/Time: _____ Ending Day/Time: _____

Event Cost: _____ Who is Invited? _____

Is Child Care Provided? _____ Requesting Advertising Start Date: _____

Event Location: (include address and/or directions if necessary) _____

DESCRIPTION OF EVENT: When writing your announcement, remember that readers are more likely to read a brief paragraph with concise facts. Be sure to mention: who, what, when, where, why, and offer a contact person and/or phone number for people if they have questions. Please give details below or attach an article to this form. Write the information the way you would like it to appear in print. Also remember to complete a Facility Use Permit (if needed) and turn it in to the church office.

MEDIA REQUESTED

Please check all that apply: (deadline is at the latest by the deadline listed)

Verbal Announcement (by Wed. noon prior) worded the way you want it advertised (at Pastor's discretion)

Bulletin (by Wed. noon prior) worded the way you want it advertised

Facebook (2 Weeks prior)

Foyer & Auditorium Screen (by Wed. noon prior)

ThisWeekatWenatcheeNaz (by Wed. noon prior)

Website Ministry Page (2 weeks prior)

Website Scrolling Images (2 weeks prior)

Flyer/Brochure (2 weeks prior)

Poster (2 weeks prior)

PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE
QUESTIONS? Please call the office at 663-6025