Announcements

Contacts Information to Place Announcements

Channel	Reach	Email	Request Due	Contact
Sunday Bulletin (paper)	60-80 in-person attendees	admin@churchholyspirit.org or Mgkeller29@gmail.com	Wednesday morning	Marge Keller
Thursday Weekly Email	Constant Contact 300+ recipients	webmaster@churchholyspirit.org	Wednesday, 5pm	Jan Paxton
Saturday Weekly Bulletin Email	Constant Contact 300+ recipients	webmaster@churchholyspirit.org	Friday, 5pm	Jan Paxton
Website	Anyone viewing online	webmaster@churchholyspirit.org	Within 48 hours	Jan Paxton John Rollins
Dove (monthly digital newsletter)	Constant Contact 300+ recipients	vicki.brooks24@comcast.net	3 days before end of month	Vicki Brooks

Announcement Checklist

- **Use this checklist to create complete announcements.**
- **Event Planners are responsible for writing their announcement in prose** in MSWord, or in an email.
- CHS member name and e-mail is required for every announcement
- ** If date is not provided, announcement will be removed after two weeks.

Event	Checklist
Type of Event*	Fellowship, education, outreach, etc.
Date(s), Time *	Month, day, time of day or "TBD" if date is not yet known.
Duration*	Start/end time, duration if multiple days or weeks.
Location*	CHS room (if reserved) or other location including address; specific location to drop off materials or donations.
CHS Contact*	A CHS member name MUST be included for further information.
Describe Actions that Participants Need to Take	For example: sign-up or registration link; links to purchase tickets, how to buy tickets; sources for materials needed for the event (i.e., link to purchase book); how to donate (i.e. – Shop-Rite gift card, personal check); what to bring for a potluck, etc. Any costs associated with participation. ZOOM link if appropriate. Whether transportation is required; rain dates, alternate locations, carpooling, etc.
Deadline for participating	Include cut-off date
Remove notice by**	If no date is provided, announcement will be removed after two weeks.
Optional	Image, photos, logos, links to additional information