

# **COKESBURY UNITED METHODIST CHURCH**

## **GUIDELINES FOR SUBMITTING BULLETIN / E-NEWS ANNOUNCEMENTS**

**HOW TO SUBMIT:** Please submit your announcement using the Request Forms located in the main office or on our website. You may also stop by the church office during regular business hours and complete a request form. We **WILL NOT** accept any announcements over the telephone, so as to avoid any miscommunication of your information. If you wish to email your announcement please attach the filled out form and email to [chris@cokesburychurch.com](mailto:chris@cokesburychurch.com) using the subject **ANNOUNCEMENT**.

**DEADLINE:** To ensure that there is room in the bulletin for your announcement, we would encourage you to submit your request as far in advance of your event as possible. The deadline for submitting bulletin requests (or changes to running announcements) is **Noon on Tuesday** of the week your announcement will run.

**INCLUSION:** All requests are reviewed before publication. We reserve the right to edit your announcement for length and content, if necessary. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement.

If the event is being held on either church campus it must be coordinated with Mina Colon [mina@cokesburychurch.com](mailto:mina@cokesburychurch.com) before it can be advertised.

**TARGET AUDIENCE:** Announcements should be directed to the entire congregation (or large subsets of the congregation). For example: Committee meetings will only be included if there is room for them. Information about these meetings can be disseminated by letters or phone calls – rather than church-wide announcements.

**CONTACT INFO:** Your announcement **MUST** include contact information. Please do not instruct people to call the church office for more information about your event. Please double-check phone numbers and e-mail addresses for accuracy.

**DURATION OF ANNOUNCEMENTS:** Announcements will generally run for no longer than three weeks, and should be published three weeks in advance of your event to ensure maximum exposure to the congregation.

**OUTSIDE EVENTS:** We generally do not advertise events sponsored by outside organizations. We hope the above information will help you as you plan the advertising for your scheduled event. If you have any further questions about these guidelines – please call Chris at the church office at 850-476-5818.

**This form may be emailed to Chris ( [chris@cokesburychurch.com](mailto:chris@cokesburychurch.com) ) or printed and delivered to his mailbox in the main office.**

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## BULLETIN ANNOUNCEMENT REQUEST FORM

DATES TO RUN ANNOUNCEMENT:

PERSON SUBMITTING REQUEST:

IS THE EVENT for CUMC members or open to the community?

CUMC  Community

PLEASE INCLUDE THE FOLLOWING IN YOUR ANNOUNCEMENT:

EVENT TITLE

TARGET GROUP

WHAT

WHEN

WHERE

TIME

FOR MORE INFORMATION CONTACT: **(Required)**

NAME

PHONE

E-MAIL

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED.  
(WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT IF NECESSARY.)