St. Peter's Episcopal Church Communications *&* Promotion Request Form

Submit completed forms to Judy Naylor-Johnson at judy@saintpeterssav.org, email Judy with questions
All promotion decisions are made by Staff or Clergy. No promotions are guaranteed, and exceptions may be made for special circumstances.

REQUESTER INFORMATION

Name: _____ Date of Request: _____

Email: _____ Phone: _____

Ministry/Committee: _____

ANNOUNCEMENT DETAILS

Title of Event/Announcement: _____

Brief Description: _____

_____

_____

_____

_____

Event Date(s): _____ Event Time(s): _____

Event Location: _____

Target Audience: ☐ St. Peter's Congregation   ☐ Certain Groups at St. Peter's
                 ☐ General Public   ☐ Other _____

Expected Attendance: _____ Registration/RSVP Required? ☐ Yes   ☐ No

Contact Name for Questions *&* Email/Phone: _____

Ministry Chair and/or Staff Lead who approved of this request: _____

REQUESTED PROMOTION METHODS - *Check all that apply, see timing requirements*
Internal/General Promotions, *for external promotions, contact Judy@saintpeterssav.org*

☐ Bulletin Announcement (Submit to Judy by Monday prior to Sunday)

☐ Sunday Church Service Announcement (submit to Clergy by Tuesday at noon)

☐ Currents Newsletter (Submit by Tuesday noon, 2-3 weeks maximum inclusion)

☐ Flyers, 8.5 x 11, hung at church (submit info 1 week in advance, consider a donation for color printing)

DESIGN REQUIREMENTS

Do you need graphics designed for this communication? ☐ Yes, new design needed

☐ No, use existing graphics

Are you providing graphics, photos, etc.? ☐ Yes ☐ No

Please email the graphics, photos, etc. to judy@saintperterssav.org. *Please note designs must be approved by staff.*

ADDITIONAL INFORMATION

Special Instructions or Notes: _____

_____

_____

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_____

SUBMISSION DEADLINES REMINDER

- **Bulletin**: Monday prior to Sunday
- **Sunday Announcement**: Thurs. at noon
- **Currents**: Tuesday noon of publication week
- **Website Homepage**: 3 weeks before event
- **Social media**: 2-4 weeks before event
- **Print Materials**: 1-3 weeks
- **YouTube Streaming**: 1 month advance notice
- **External Promotions**: Varies by outlet

_____

APPROVAL SECTION *(For Office Use Only)*

Received: _____ By: _____

Tier Level: ☐ 1 ☐ 2 ☐ 3 ☐ Self-Promotion

Approved Methods: _____

Notes: _____

Assigned to: _____

Status: ☐ In Progress ☐ Complete ☐ Declined