COMMUNICATION & ADVERTISING

Worship Verbal Announcement	•Info to Pastor Sue by 9 am Thursday
Worship Annoncment Sheet	•Info to Maria by 9 am Wednesday
Wednesday Email	•Info to Maria by Monday 12 pm
Seasonal Newsletter	•**Spring Newsletter (March, April & May)** • Submission Deadline: Info to Maria by February 20 @ 3 pm •**Summer Newsletter (June, July & August)** • Submission Dealine: Mid May TBD •**Fall Newsletter (September, October, November)** • Submission Dealine: Mid August TBD •**Winter Newsletter (December, January, February)** • Submission Dealine: Mid November TBD
Annual Report	•Info to Maria by February 4, 2026 @ 3 pm
Banners	•Sanctuary Banners are fabric and take up to 3 weeks. •Outside banners are vinyl and take up to 2 weeks. •All banners must be ordered thru Maria so she can ensure size, readability, and branding are consistent. •Work with Maria early so she can place your order in time.
Flyers, Postcards & Promotional Items	•Work with Maria at least four weeks prior to when you need the items.
Event on Website	•As soon as you plan an event get the info to Maria and she will create an event on the website

Consider asking Maria to help with a promotional video for the website or Facebook pages, a press release or article for the Lincoln Journal Star or other local publication, or other advertising thru radio or other means. The more ways we can get word out about what we are doing, the more people we can reach, and the more our church will get known in the community.

Make sure you have someone designated to take pictures at your events! If you want Maria to take pictures, you need to ask her several weeks in advance so she can put it on her calendar.