



# New Beginnings United Methodist Church

Birmingham, Alabama • A Place of Possibilities and Transformation

## Church-wide Announcement Worksheet

**Due the Tuesday prior to the first Sunday.**

**Announcement Title:** \_\_\_\_\_

**Post Announcement Date:** \_\_\_\_\_ **Ministry Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Type:**  Event/Meeting  Program  Printed Material  Web Content  Calling Blast  Email Blast

**Ministry Area:**  Discipleship  External Fellowship  Missions  Worship  Music  Administrative

**Other:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Set Up Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Promotional material has been previewed (graphic, event announcement, flyer)**  Yes  No expected on \_\_\_\_\_

Many events are planned and advertised with little results in reaching new attendees. We are hoping that this form will assist you in thinking of creative ways to highlight your event by answering the questions below.

**How does this fit into the church's mission/vision/S.M.A.R.T. Goals?**

**What will people miss if don't attend? (promoting the event is an important step for getting people interested in attending)**

**What is interesting about the event or is unique that would spark interest for people to attend?**

Submitted to Regina Warren on \_\_\_\_\_ By \_\_\_\_\_

**Church Marquee Message:** \_\_\_\_\_

Received by Media Coordinator or Media Team Member: on \_\_\_\_\_

Name of Media Team Member \_\_\_\_\_

Assigned to: \_\_\_\_\_