

# Communication and Marketing Quick Reference

## St. Petersburg First United Methodist Church



Established or ongoing church ministries will receive priority placement, as space is extremely limited. Not every request can be published.

Media Request Form: [www.stpetefirst.org/communications](http://www.stpetefirst.org/communications) \* All content may be edited

What do you need?	Details*	How to Request
<b>ANNOUNCEMENTS (Deadline: Noon on Tuesday for Sunday publication)</b>		
<b>Online Bulletin, Email Newsletter, Website</b>	Posted for 3 Weeks	Use Media Request Form
<b>Print Bulletin:</b> Event or Ministry Request (request for volunteers and/or support, general ministry publicity, etc.)	3 Sundays (depending on space available); One request per semester for ministries	Use Media Request Form
<b>Bulletin Insert</b>	Administrative use only (Stewardship, Christmas, etc.)	N/A
<b>Announcement Slide</b>	Pre-service, Announcement TVs	Use Media Request Form
<b>Video</b> for Sunday Service	Pastor approval required	
<b>OTHER PRINT MEDIA</b>		
<b>Information Center</b> Item	Communications Director approval required; Printed by Ministry	Use Media Request Form
<b>Sign, Flyer, Poster, Banner</b>	Communications Director approval required; Printed by Ministry	Use Media Request Form
<b>Newspaper</b>		Contact Communications Director
<b>ONLINE RESOURCES</b>		
Add information to <b>Website</b>		Use Media Request Form
<b>Event:</b> Website and/or Facebook		Use Media Request Form
<b>Social Media Post</b> (Facebook/Instagram)	1 per event	Use Media Request Form
Ministry <b>Facebook Group</b>		Use Media Request Form
<b>CHURCH CALENDAR/SCHEDULE</b>		
Add to <b>Church Calendar / Facility</b> scheduling	Facility Use Form: <a href="http://stpetefirst.org/communications">stpetefirst.org/communications</a>	Use Facility Use Form
<b>Event Table</b> (Fellowship Hall)	2 Sundays	Use Facility Use Form