

	Medium	Frequency	Scope	Details	Deadline
Friday Focus	Email (text, video, graphic)	Weekly (Friday)	Internal (all audiences)	Includes one promotional video, 4-6 featured events with graphics, and a link to a full listing of all events and announcements	Previous Tuesday, 9:00 a.m.
The Focus	Print (text)	Monthly (1 st Sunday)	Internal (all audiences)	Listing of all announcements for the month (as available at time of print)	Previous Tuesday, 9:00 a.m.
Website	Digital (text and graphic)	Ongoing	Internal/external (all audiences)	Updated as needed	1 week prior
Bulletin	Print (text)	Weekly (Sunday)	Internal (whole church)	contains up to 5 announcements, usually aligned with Friday Focus	Previous Tuesday, 9:00 a.m.
Display Screens	Digital (graphic)	Weekly (Sunday)	Internal (whole church)	Can contain up to 10 images, includes pre- and post-service slides	Previous Tuesday, 9:00 a.m.
Social Media	Digital (text, video, graphic)	Daily	Internal/external	Posts on Instagram, Facebook, Tik--Tok, good for sharing inside and outside the church community.	1 week prior
Posters Handouts Signage	Print (text, graphic)	As needed	Internal/external	Good for sharing within small groups or outside the church.	2 weeks prior



COMMUNICATIONS
REQUEST FORM

WE WANT TO HELP YOU SUCCEED!

Start by submitting a Communications Report. This will give us a written record and start the conversation. Need something else? Not sure what you need? We'll talk through it with you and do our best to help.