



Bethel Baptist Church Communications Form

Communications Timelines

EVENTS

Rule of Thumb:

Small departmental events: 1-2 months in advance

Large congregation-wide events: 3-4 months in advance

Open events (public): at least 6 months in advance

ANNOUNCEMENTS

Friday – two weeks prior to your first intended announcement (16 days)

Please use this form to communicate your event or announcement need. Include images, files, contact info and links that support the announcement/event if applicable.

Name **Ministry**

Event

Purpose/Goal of the Event

Event Date

Event Time(s)

Location

Who's Invited?

Where should this be communicated?

- | | |
|----------------------|--|
| Website | Internal Announcement (<i>1st come, 1st serve</i>) |
| Public Facebook | Radio/Television |
| BBC Family Facebook | Newspaper/Local Magazines |
| Internal Infographic | |

Mood? How do you want this conveyed?

Additional Information/Notes: