

FUMC COMMITTEES: Publicity Worksheet

Call Adele to schedule your event on the Church Calendar a.s.a.p. (662-4536 or adele@fumc-a2.org). Then gather the following information about your event to assemble accurate and informative announcements or advertisements:

Event Title: _____ Annual Event

Type of Event: _____ Fundraiser

Date(s): _____

Start Time: _____ End Time: _____

This event is for: Adults only Adults and Children

Babysitting is: available not available

This event is: Free \$ _____ for adults \$ _____ for children

Food provided: Yes No

Refreshments Meal Dessert Potluck

Provided by: _____

Help prior to the event is needed with: _____

Participants should bring: _____

RSVP or registration is Not required Required by (date): _____

Contact Name: _____

Phone Number: _____ Email: _____

Event is sponsored or offered by: _____

Fill out a “Green” Room Set-up sheet and turn it in to the office a couple of weeks before your event to make sure your room is set up the way you want it!

This form is attached, but it can also be found in the hallway outside the office downtown, or online at: <http://www.fumc-a2.org/cf/files/greenroomsetupform2005.pdf>

FREE ADVERTISING OPPORTUNITIES:

Within our church:

FUMC Sunday Bulletin (deadline is noon previous Wednesday) also posted online

An announcement can run for max of 3 weeks; a full-page insert for 1 week only

Contact Adele Roy, 662-4536, or adele@fumc-a2.org

Run on following date(s): _____

FUMC Messenger Newsletter (deadline is 10th of previous month)

Contact Marcia Schlee, 426-2902, or jschlee@umich.edu

Run on following date(s): _____

Within our community:

- Ann Arbor District Office Newsletter: “The Vine” published monthly and mailed or emailed from the District office to area churches. Possibly online in the future.
(deadline is 10th of previous month)
Contact Jane Pollock, 663-3939, or aadisumc@sbcglobal.net
Run in following issue: _____

- Ann Arbor News, “Community Journal”, runs each Saturday
(deadline is 3rd previous Friday) Email: communitylife@annarbornews.com
Run on following date(s): _____

- Ann Arbor Observer, Monthly, also appears in on-line version of paper
(deadline is 10th of previous month)
Contact Laura Bien, 769-3175, or laurab@aaobserver.com
Run on following date(s): _____

- West Side UMC Sunday Bulletin (deadline is noon previous Wednesday)
Announcement can run for max of 2 weeks
Contact Arlene, 663-4164, or westside@westside-umc.org, or fax: 663-3250
Run on following date(s): _____

- Dixboro UMC Sunday Bulletin (deadline is noon previous Wednesday)
Announcement can run for 1 week
Contact Joanne, 665-5632, or dixborochurch@aol.com , or fax: 665-5772
Run on following date(s): _____

- Ann Arbor Family Press, Monthly Calendar listings (family events only)
(deadline is 15th of previous month) Announcement MUST include event title, start time, date, cost, info, phone number, & sponsoring organization
Email: calendar@toledocitypaper.com or fax: 419-244-9871
Run on following date(s): _____

PAID ADVERTISING OPPORTUNITIES:

- Ann Arbor News, (call 994-6988 for size/cost/schedule) Daily
Run on following date(s): _____

- Ann Arbor Observer, (call 769-3175 for size/cost/schedule) Monthly
Run on following date(s): _____

- Michigan Daily, (call 764-0554 for size/cost/schedule) Daily to UM Students
Run on following date(s): _____

- University Record, (call 764-4342 for size/cost/schedule)
Weekly to UM Staff/Faculty
Run on following date(s): _____

OTHER OPPORTUNITIES:

These must be planned, created, and in some cases booked well in advance! In all cases, please contact the office if you are planning one or more of the following:

Create a **Banner** to be displayed at location: _____

On (Dates): _____

Create **Flyers** **Brochures** **Posters** ...to be distributed at/on:

Please post flyers/posters on bulletin boards.

Don't forget to post things both downtown AND at Green Wood!

Host Connections time between downtown Sunday services on: _____

Sign up downtown on the bulletin board next to the welcome center in the West Entry. *Members of your group provide cookies or other treats and do the setup and cleanup. Complete instructions can be found on our website at:*

<http://www.fumc-a2.org/hospitality.cfm>

Ideas: get creative with your theme and food, wear "Ask Me" badges, have fliers or "tent cards" available on the refreshment tables about your group or event... there are many ways to make this informative and fun.

Have a **Table at Connections** between downtown Sunday services on: _____

Contact Adele, 662-4536, or adele@fumc-a2.org to sign up, by noon the previous Wednesday. *A banner is created for your table and your group is listed on the back of the bulletin.*

Provide a **Moment of Mission** during downtown Sunday services on: _____

Contact Adele, 662-4536, or adele@fumc-a2.org to sign up. Dates fill up fast.

No Moments of Mission on the first Sunday of the month. *Please note that a Moment of Mission should focus on the overall project or event, it is not to be used for recruiting or monetary pleas – you could refer them to your table at Connections or your bulletin insert for additional information.*

Other ideas?: _____

