



ANNOUNCEMENT FORM

POLICIES & PROCEDURES

In an effort to improve our communication process we have recently updated the TCC Announcement Forms, policies and procedures. Our goal is to better serve our Ministry Leaders and therefore, better serve our church and community. Below is a list of policies and procedures for communicating your event to the church office on a timely basis:

Master Calendar: As soon as you have the initial date for your event please contact Amy at the church office so she can review the date and determine if it is available for your event. The master calendar runs from January to December and events can be placed on it at any time. We do ask that your event is posted on the master calendar at least 1 month prior to the date of the event to facilitate planning for all church activities.

Facility Request Form: Once your event date is determined to be available please fill out the Facility Request form no later than 3 weeks prior to the date of the event. Once this form is received your event will be posted on the master calendar. This form will let us know your facility needs so we can make sure your event is properly set up for in advance. Please note this form needs to be filled out for TCC Campus events AND Offsite events in order to place your event on the TCC master calendar. There are no Facility Fees for TCC Ministry events.

Event Announcement Form: There are three parts to this form and it is due at least 3 weeks prior to your event. Once this form is reviewed and approved by the Communication Coordinator, you will be notified via email that all your information is complete and your event is ready to be announced.

- **Multimedia:** TCC Website, TCC Newsletter, Sunday Power Point Slides, *Facebook, Twitter and Instagram - This portion will contain the most detailed information about your event and will go on all various forms of TCC media outlets. *After your event is posted on Facebook a reminder post will go out one week prior to the event (on Facebook, Twitter and Instagram). To post pictures after your event send all images to socialmedia@tabernaclecommunity.org.
- **Sunday Bulletin:** Announcements will generally run in the bulletin up to 4 weeks prior to the event. This portion will summarize pertinent information about your event to be included in the Sunday bulletin.
- **Verbal Announcement:** Please include the name of the person who will give the announcement and the date you would like the event announced (usually 1 to 2 Sundays prior to the event). The person giving the verbal announcement needs to be at church by 9:30 am in order to participate in the service. Announcements should be no longer than 3 minutes. You will also need to indicate if you would like a table set up on the date your event is verbally announced.

Check Request Form: Any funds needed to run an event or for a deposit must be requested on the Check Request Form and submitted to Amy at least 2 weeks prior to the date the check is needed after Director's approval.

Event Cancellations and Updates: If your event is cancelled postponed or changed for any reason it is imperative that you communicate all relevant information to amy@tabernaclecommunity.org at the church office as soon as possible.

Posters and Other printed media: If you would like to have a poster placed in the lobby or use other forms of printed materials to promote your event we do ask that you communicate this to the Communication Coordinator prior to having any materials printed.

Completed forms may be sent to the Communication Coordinator at lynn@tabernaclecommunity.org. Or you may leave them in my mailbox (above the copier) at the church office. Once the above forms are completed and approved you will receive a confirmation email.

Please let me know if you have any questions or comments regarding any of the above information. Your thoughts, ideas and suggestions are welcomed. Thank you.