**Ebenezer African Methodist Episcopal Church**

**“The Family Church Serving the Family of God”**

*7707 Allentown Road, Ft. Washington, MD, 20744*

**CHURCH EVENT PROMOTIONS/ANNOUNCEMENTS FORM**

*Note: A meeting room or ZOOM Meeting ID must be assigned prior to placing an announcement. All announcements must be submitted to the Administrative Ministry Coordinator in the Administrative Office two weeks prior to the desired announcement day.*

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| Ministry/Department Name: |  | |
| Requestor’s Name:       Phone No.       Email address\*: | | |
| Event/Activity/Project Name: | | |
| Event Date:       Event Time: | Event Location: | |
| Due Date of Services Needed (please note that request should be submitted at least TWO weeks prior to you desire the event to be published in our media platforms): | |  |
| Brief Description of Activity/Event ***(2-5 lines. Please include the following: occasion, any special guests or speakers, event fee, ministry contact info\* to include for questions or more info concerning the event):*** | |  |
| Desired audience/attendees for event (i.e. churchwide, men, women, youth, community, etc.): | | |
| Has the location/meeting room/zoom meeting ID been reserved for this event? | | |
| Is there a fee for this event?       If **YES**, please indicate price of admission. | | |
| \*\*Is signup/registration/ticket purchase required for this event?       If **YES**, please indicate deadline date for signup/purchases:  What vehicle(s) will be used for registration/purchases?  Narthex  Church Office  Eventbrite  Church website  Zoom  Ministry’s email address  Other please specify: | | |
| Are there any colors you would like to be included?       Any design elements/ideas that you would like included or that you would like to steer clear of? | | |
| Please attach a hi-res .jpg or .png file of speaker headshots, logos, or other elements that you would like included in the promotion. | | |
| Media Services requested\*\*\*:  Graphics  Eblast/Email Marketing  Text messaging  Church website placement  Social Media promotions  Weekly announcements video  Internal Video Monitor Signage  Photography Services Other please specify: | | |

\*If using an email address, an ebenezerame.org email address is required.

\*\*If there is a fee for the event, the process for collecting monies must be approved by the church administration prior to posting the announcement

\*\*Media services, timing and placement of promotions will be determined by the Virtual Church and Public Relations Ministry.

Revised-October 2021