



Ebenezer African Methodist Episcopal Church
 7707 Allentown Road Ft. Washington, MD 20747
 "The Family Church, Serving the Family of God"

Rev. Dr. Grainger Browning, Jr., Senior Pastor

Rev. Dr. Jo Ann Browning, Co-Pastor

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.

Ministry/Department Name: _____		
REQUESTOR'S NAME: _____	PHONE: _____	EMAIL ADDRESS: _____
EVENT/ACTIVITY/PROJECT NAME: _____		
EVENT DATE: _____	TIME: _____	LOCATION: _____
Due Date of Services Needed (please note that request should be submitted at least TWO weeks prior to you want 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? Y N If YES, please indicate price of admission. \$ _____		
**Is signup/registration/ticket purchase required for this event? Y N 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) _____

Revised- 9/2025

*If using an email address, an ebenezera.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.