

Advance planning is essential for the success of your event. All materials need to be submitted to Church@northcreekpres.org Office staff has the final say in publication design and content.

BULLETIN ANNOUNCEMENTS:

- Due to the office by 1PM Wednesday prior to the Sunday of publication.
- Must be a brief announcement with both motivational (ex. "Join us") and informational (ex.: "at the Tuesday Bible study...") statements. (60 words max)
- Include relevant facts: time, date, place, contact name and number/email.
- Submit in the body of an email or as an attached Word document, along with the dates you want your announcement to run (maximum two consecutive weeks).

BULLETIN INSERTS:

- Bulletin inserts may be available for large-scale or high-participation events; inquire with office staff at least three weeks in advance.
- Content must be submitted via email and include fields needed for a sign-up.
- All visuals and content must be approved by the office.
- Inserts will run a single week. Dates may be requested but are at the office's discretion.

MONTHLY NEWSLETTER (THE CURRENT):

- Available for large-scale or high-participation events.
- Content for articles due to the office the 20th of prior month to be considered.
- 200-250 words max. More space can be reserved with advance planning.
- Pictures, graphics and links are suggested. All graphics and pictures need proof of rights to use.

CONNECTION – WEEKLY EMAIL:

- Due to the office by 10:00 am Wednesday prior to Thursday publication
- Preference given to events beginning on the upcoming Sunday
- Basic info needed: What, When, Where, a contact person, registration info, link
- May only run 4 times, max of 2 consecutive weeks.

WEBSITE:

- Submit information to office two weeks prior to desired posting date.
- You are responsible for content, required information, and type of posting.
- The office staff will make final publication and visual decisions.

TABLE IN FELLOWSHIP HALL:

- Request made to office by Wednesday at 10:00 am; display table space is limited and is first-come/first-served. Maximum of two running weekends per event.
- Staffed by someone who can answer questions & distribute printed information.
- Accompanied by a bulletin announcement directing people to visit the table.

VERBAL ANNOUNCEMENT:

- Request made to Pastor or Media Supervisor via email by Wednesday 10:00 am.
- At pastor's discretion (limit of two per worship service).
- Brief announcement referring people to a source of additional information, such as a person, meeting, or table in the Fellowship Hall.
- The announcement request and copy should be submitted via e-mail along with a complementing bulletin announcement.

WELCOME DESK (PAPER):

- All postings/flyers must be submitted to the office for prior approval; any postings without approval will be removed.
- North Creek ministry activities are given priority.
- Office staff have final determination of arrangement of materials.
- Please remove your outdated materials; if not, office staff will remove.

WELCOME DESK SCREEN & SANCTUARY SLIDESHOW:

- To have a slide created for your event, send request to office by the Monday prior to the next Sunday. Request will be forwarded to media team.
- Provide brief and basic information and an idea of the look you want.
- Slides flash for only a short time; the design should be simple and the copy large, clear, and brief for quick reading from a distance. (approx. 10 seconds)
- Provide an editable copy in MS PowerPoint.
- Minimum fonts size 28

Other Helpful Information

Website: www.northcreekpres.org **Email:** Church@northcreekpres.org
Media Email: Media@northcreekpres.org