

SUBMITTING REQUESTS

Unless otherwise noted, please submit appropriate Communication Request Form found at www.gracesealbeach.org/resources/requestforms. Please note request deadlines prior to submission.

COLLABORATION

The Communications Director will contact you within two business days of your request, listing when and where you can expect to see your invitation/announcement to appear. We're happy to work collaboratively with you in developing materials, but please note that the Communications Director is responsible for maintaining a consistent "voice" through all of The Church's publications and may edit for style and content. All materials bearing The Grace logo or name must be approved by the Communications Director prior to distribution.

PROMOTION OPTION	DESCRIPTION	MAXIMUM EXPOSURE	DEADLINE TO REQUEST
ELECTRONIC MEDIA			
Website	Ministry teams and groups have an opportunity to work with the Communications Director to have information included on Grace's website. This may include online registration and payment.	No maximum as long as materials are timely	Varies with project complexity.
Website Homepage	Teams and groups may request a "Featured Event" on the Grace website homepage. This will link to an internal page with details about the event/activity/opportunity. Note: Featured Events are generally reserved for all-church events.	Four weeks leading up to the event date or registration deadline.	Varies with project complexity
"This Week At Grace" (eBulletin)	Distributed on Fridays by email. Submissions should not exceed 75 words. In general, <i>This Week at Grace</i> will include sermon previews, current week announcements, information about events/activities/opportunities occurring - or with a registration deadline - within two weeks of the current newsletter. However, you may request a "save the date" notice up to three months prior to your event/activity/opportunity.	Varies	Tuesday, 5:00 PM for the current week
Monthly Newsletter	In general, the Newsletter offers various articles, information about events/activities/opportunities occurring- or requiring registration- within four weeks. However, you can request a "save the date" notice blurb up to three months prior to your event/activity/opportunity.	Three weeks	The 2nd to last Thursday of each month
Social Media	Grace is engaged with social media space through Facebook and Instagram accounts.	No maximum as long as materials are timely.	One week prior to posting. (Exceptions can be made for community needs.)
PRINT MEDIA			
Monthly Newsletter	In general, the Newsletter offers various articles, information about events/activities/opportunities occurring- or requiring registration- within four weeks. However, you can request a "save the date" notice blurb up to three months prior to your event/activity/opportunity.	Three weeks	The 2nd to last Thursday of each month
Bulletin Insert *limited availability	Inserts may be quarter page or third page. All contents must be provided by the person/team requesting the insert. NOTE: Inserts are generally reserved for all-church event or opportunities requiring a detail sign-up.	Two weeks	Two weeks prior to distribution

Flyers and Brochures *limited availability	All promotional flyers and brochures made available for the community or for the general congregation (at a lobby table, for example) must be submitted for approval prior to distribution. The Communications Team is happy to help design such materials as time permits. All flyers posted in the lobby must be submitted for approval.	No maximum, as long as materials are timely	Four weeks prior to distribution with in house printing. Six weeks prior to distribution for outsourced printing
Invitations and Postcards *limited availability	For many all-church activities, the Communications Team will produce postcards of varying sizes. On occasion, these options may be available to mid-size ministries and niche opportunities. Fill out the "Design-Print" Request Form to discuss options with Communications Director.	No maximum, as long as materials are timely	Four weeks prior to distribution with in house printing. Six weeks prior to distribution for outsourced printing
OTHER			
Announcement Slides	Announcement slides are automatically generated from bulletin, web, and <i>This Week at Grace</i> content.	No maximum, as long as information is timely	Tuesday, 5:00 PM for the current week
Platform Announcement	In general, platform announcements and "next steps" mentions are available only for all-church events.	Varies	Varies
Community Promotion	Several opportunities for external promotion are available, including <i>The Sun</i> , <i>The Grunion Gazette</i> , and banners across Main St. Contact Communications Director to discuss options.	Varies	Six weeks prior to promotion deadline
Patio Presence	Tables must be reserved in advance and are available on a first-come, first-serve basis. A volunteer from your team must be available before and after every worship service for the duration of your display. Please see Flyers and Brochures for additional guidelines applicable to displays. Note: Patio table space is generally reserved for all-church events or opportunities requiring detailed sign-up.	Varies, but generally no longer than four weeks	One Week. Please submit Patio Table Request Form with Main Office.
Personal Invitation	The single most effective way to get people excited about your event/activity/opportunity is to personally invite them and to make the experience valuable	N/A	N/A