**Edgewood Communications Vehicles and Deadlines**

Edgewood Communication Routes and Deadlines, revised April 2018 Page 1 of 1

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|  **DOCUMENT**  | **PURPOSE**  | **DEADLINE**  | **CONTACT**  |
| Pink Sheet in weekly bulletin  | Have people sign up to attend events Recruit volunteers for projects  | Noon on Tuesdays Put in for 3 weeks prior to event  | Cindy cindy@edgewooducc.org  |
| “Happenings”Yellow Booklet in weekly bulletin  | Publicize an event or recruit volunteers via Sunday worship folder Current worship service help  | Noon on Tuesdays Put in for 3 weeks prior to event  | Cindy  |
| Special bulletin inserts or announcements in worship  | Mission Moment (3rd Sunday) Communion (1st Sunday)  | Noon on TuesdaysSubmit the week before  | Cindy or pastor |
| ENOTES  | Publicize prayer cards Additional prayer requests Reminders of events for upcoming week or events that missed Exchange deadline  | Tuesday noon: Prayer Concerns Tuesday noon: Events Put in for 2 weeks prior to event  | Cindy or pastor  |
| Postal Mail  | Inform folks who don’t have internet access or limited attendance access  | Mail out at least 2-3 weeks before event  | Cindy  |
| Edgewood Exchange  | Monthly Newsletter News regarding : Teams, Ministry, Events, etc.  | 15th of each month Put in a month ahead if event is early in month  | Cindy  |
| Website: calendar Website: Team pages  | To publicize Edgewood Events Inform wider community re: eventsProvide detailed info about team activities, post team minutes  | At least 2-3 weeks before event After meetings  | Publicity Teampublicity@edgewooducc.org |
| Facebook  | To publicize Edgewood Events Be the ongoing, “real time” face of Edgewood for public  | At least 2-3 weeks before event  | Publicity Teampublicity@edgewooducc.org |