**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](mailto: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 Tuesdays  Submit 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: events  Provide detailed info about team activities, post team minutes | At least 2-3 weeks before event  After meetings | Publicity Team  [publicity@edgewooducc.org](mailto:publicity@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 Team  [publicity@edgewooducc.org](mailto:publicity@edgewooducc.org) |