

First United Methodist Church – Orange
NEWS RELEASE

Email this completed form to news@fumcorange.org or bring to the church office by the deadlines below.

Activity: _____ **Activity Date(s):** _____

Submitted by: _____ Date Submitted: _____

Contact info-email: _____ Contact Phone: _____

Below, please include completed information for written article (edits may be necessary).

Include who, what, when (dates and time), where, why, and so what?

If you have created a flyer or other information, please attach it with this email or submit with this form.

If possible, include pictures (with names of those in picture). Attach jpg files if emailing form.

When this form is sent to news@fumcorange.org, the people responsible for these communication outlets will get this information. Please note the deadlines to have this promoted. Indicate dates to have activity promoted!

COMMUNICATION TOOL	Deadline to submit info:	Dates you want it promoted:
Email to congregation	Indicate date you want it sent:	
Event Handout/Postcard	One month before event	
Church Newsletter	20 th of the month prior	
Local News Media	3 weeks before event	
FUMC Website*	2-3 weeks before event	
Facebook/Instagram/Twitter*	2-3 weeks before event	
Bulletin	Tuesday before service	
Announcements/PowerPoints during Sunday Services	Tuesday before service	

* Social media/website = Contact phone numbers/email addresses may be public if part of event. Once completed, the event will be removed from FUMC Upcoming Events webpage. Do you want this information also removed from social media? Yes No