

## Covenant Presbyterian Church Event Promotion Checklist

Name of Event: \_\_\_\_\_

Organizing Ministry: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Requestor: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Check the promotional requirements for this event:

- Poster (need poster master six weeks prior to event)
- Request promotion at other churches (need master six weeks prior to event)
  - Local PCA
  - Entire Presbytery
  - Other: \_\_\_\_\_  
(list churches)
- Covenant Press  
(need information six weeks prior to event, will run the two issues prior to event)
- Local Radio (need information four weeks prior to event)
- Web site (need information four weeks before event, will run until event)
- Bulletin Insert- Requires approval by Church and Ministries Administrator.  
(need information four weeks before event, will run two week before event)
- Local Paper  
(need information two weeks prior to event, will run the week prior to event)
- Covenant E-Press  
(need information four weeks prior to event, will run two or three issues prior to event)
- Announcement on Sunday Morning  
Requires approval by Church and Ministries Administrator- This is typically discouraged but this may be allowed if deemed appropriate.

**Please note that it is the responsibility of the requestor to insure promotional information is delivered to the church office in the time frame noted above. When feasible, please provide material in electronic format.**