

Church Communications Workshop
Diocese of Fond du Lac
2008 Vestry School – March 1, 2008

Church ministry team publicity form – sample

Communication is not a separate ministry of the church, it is vital part of every ministry of the church.

If your ministry team or committee is hosting an event or activity, please fill out this form and submit it to the church newsletter editor, church web site editor, secretary or other person in charge of distributing information at least () weeks/months in advance.

WHAT Name of activity or event _____
WHO Sponsoring/hosting organization _____
WHEN Date and time _____
WHERE Location _____
WHY Purpose for activity _____

Key contacts Include name, phone number, e-mail

Other information