

DFBC MEDIA FORM

This same form can be filled out on our church website at

dutchforkbaptist.org/mediaform



*If you fill this form out here or online, you will receive a confirmation email when your form is received by our staff.

Media Ministry Publication and Announcement Guidelines:

The number one goal of the Media Ministry is to glorify God through media presentations, events, recordings, and communication. The Media Ministry functions to assist the church in communicating information about the various ministries to our community, and within the church. In order to do this effectively, the following guidelines have been established to better serve the ministries of the church.

•Screen Announcements for Sunday Morning Worship: (Form submitted at least **3 weeks** prior to event)

The number one purpose for Sunday morning is for the church to come together to worship God and respond to His revelation. Screen announcements will be shown prior to the service for events that affect:

-  **A.** The entire church (Fall Festival, guest speakers, mission trips, etc.)
-  **B.** Half the church (new women's Bible study, men's Bible study, etc.)

All other events will be handled on the church website or within ministry groups, such as individual Sunday School Class gatherings or meetings. **Please still fill out this Media Form for these events to keep our staff informed.**

•Church Website and Other Online Announcements: (This form submitted at least **3 weeks** prior to event)

All church related events and announcements will be posted on the church web page: www.dutchforkbaptist.org. This includes events for small and large groups (special Sunday School Class events, small group announcements, Senior Adult Ministry events, Youth events, **EVERYTHING.**)

•Bulletin Publications:

(This form submitted no later than the **Monday** prior to publication date)

All bulletin announcements will run for no more than 2 weeks. The announcement must affect all or half the church.

•Promotional Materials:

If you would like our media personnel to work up a promotional handout for your announcement, contact our media team. **Information must be received 3 weeks prior to the date the handouts are needed.**

If applicable, please be sure to pick up any promotional materials created for you by our church staff.

**If you have any questions, please contact Naomi Miller at (803)-781-2532, ext. 206,
or email Naomi at media@dutchforkbaptist.org.**

ADVERTISING TIPS:

- A. BE SPECIFIC:** When you fill out this form, be sure to include every **detail**. Think about what questions people may ask about your event and go ahead and answer them here. Pay special attention to **times** and **locations**. People are not going to join you if they do not know where to find you. (Example: If a prayer group is meeting at Chick-Fil-A, they should specify which restaurant location.)
- B. TALK IT UP:** **Face-to-face is the most effective form of advertising.** When you are at church, work, or anywhere else, tell folks about your event. The best way to inform people of your upcoming event is for you to contact people individually. If your announcement affects a small group of people, speak to them face to face, give them a call, or email them. This method, overall, receives the best response.
- C. BE A STAR:** Would you be willing to star in an **announcement video** or know someone else who would be? If so, please contact Naomi Miller. Videos take time and planning to create, so the sooner the better.
- D. PRAY!** Everything we do here at DFBC is to bring glory to the Name of the Lord. **Bathe your events in prayer** and seek Christ's direction as you minister to others in our church and community.

Please submit the following form in the **Media Ministry** box outside the Administrative Office.

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dutchforkbaptist.org/mediaform

*If you fill this form out here or online, you will receive a confirmation email when your form is received by our staff.

Your Information:

Your Name: _____ Today's Date: ___/___/___

Your Phone Number: (____) _____ - _____ Your Email: _____

What is the best way to reach you? (Circle one) Phone Email Other: _____

Target Audiences:

Check all that apply:

This announcement is FROM:

*The name in blue beside each ministry will be advertised as the contact person for every event hosted by the ministry.

- ___ Senior Adult Ministry *Leon Boss
- ___ Adult Ministry (Men's and Women's) *Matt Barr
- ___ Youth Ministry *Jared Kyzer
- ___ Children's Ministry *Robin Broad
- ___ AWANAs Ministry *Birgit McDade
- ___ Missions Ministry *Matt Barr
- ___ Pray First Prayer Ministry *Mary Boss
- ___ Worship Ministry *Leon Boss

Check all that apply:

This announcement is FOR:

- ___ The Entire Church & Surrounding Community
- ___ Senior Adult Ministry
- ___ Adult Ministry (Men's and Women's)
- ___ Youth Ministry
- ___ Children's Ministry
- ___ AWANAs Ministry
- ___ Missions Ministry
- ___ Pray First Prayer Ministry
- ___ Worship Ministry

*PLEASE NOTE, we will pass on this completed form to the contact person from the hosting ministry, but please set up a time to meet with this contact person about your event. (Example: If you're hosting a ladies' Bible study, meet with Matt Barr so he can respond to all inquiries regarding the event.)

Your Event:

Date of Your Event: Start date: ___/___/___ End date *if applicable: ___/___/___

Start Time: ___:___ am/pm End Time: ___:___ am/pm

Important Locations (part of the church, meeting place, etc. Please be specific.):

Announcement:

Extra Information (CHILD INVOLVEMENT/CARE... What people should bring... Why people should participate, etc.):

Please submit this form in the **Media Ministry** box outside the Administrative Office (lower left).

For Office Use: - ___ bulletin - ___ screen - ___ vid ann - ___ fb - ___ web banner - ___ web cal - ___ foyer display - ___ fliers - ___ external adv