****

**Event Title**

|  |  |
| --- | --- |
| Event Title |  |
| Event Theme (if any) |  |
| Event Description for online / web |  |
| Event Aim |  |
| Audience |  |
| Date |  |
| Time Start |  |
| Time End |  |
| Format (running order) |  |
| Location Address |  |
| Cost |  |
| No. of tickets to be made available online | *Qty should excludes the number of tickets available at door or purchased in person* |
| Coordinator/Contact | **Extra Website link (external):**  **Email:**  **Phone Number:**  *NB: Please ensure permission is granted to publish contact details online* |
| Team Members/  Key Roles |  |
|  |  |

**Communication Checklist**

**This is a brief matrix for all events for general community publication at SJM to help Naomi manage the communications.**

Please allocate which platforms you would like your event advertised across. There’s a five week schedule below if you’re planning on advertising your events over a month or so period and need the promotion platform/details to change.

Please return to Naomi by Monday 5pm for inclusion in church communication the following Sunday (otherwise it will have to wait until the following week). It is expected that all details provided below are in a publishable format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Platform | Week 1  (date)  *Please specify relevant details in sections below.* | Week 2  (date) | Week 3  (date) | Week 4  (date) | Week 5  (date) |
| **Announce via PP Slide**  *(news section in church service)* |  |  |  |  |  |
| **Bulletin**  *(on back page)* |  |  |  |  |  |
| **News Slip**  *(brown paper)* |  |  |  |  |  |
| **Extra Insert** *(colour paper)* |  |  |  |  |  |
| **Whole Church Email** |  |  |  |  |  |
| **Website** |  |  |  |  |  |
| **Facebook** |  |  |  |  |  |