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**Communication Checklist**

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

Please return to Niki 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.

|  |  |
| --- | --- |
| Item Title |  |
| Item Description | *Please provide a short blurb for our use across various platforms.*   * Is the aim of the event clear in it’s name and blurb? |
| Audience | *i.e. women or whole church?* |
| Date |  |
| Time Start |  |
| Time End |  |
| Location Address |  |
| Cost |  |
| Contact | **Extra Website link (external):**  **Email:**  **Phone Number:**  *NB: Please ensure permission is granted to publish contact details online* |

**Platform Checklist**

*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.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |  |  |  |  |  |