

Communication Committee Communiqué Union Lutheran Church, Schnecksville

Event Name _____

Date of Event _____ Time: _____

Where _____

Target Audience/Attendees _____ Attendance Limit _____

Contact Person _____ Phone # _____

Event Summary (include names of special persons and activities, etc.)

Select Type of Publicity/Communications Desired:

Newspapers, TV and Radio. Put a check in the columns that apply – either free or paid advertisement. Cost for paid advertising is deducted from the submitting committee’s budget line. Indicate maximum amount to spend.

Newspapers	Free Advertising	Paid Advertising	Amount to Spend
The Morning Call	<input type="checkbox"/>	<input type="checkbox"/>	
The Parkland Press	<input type="checkbox"/>	<input type="checkbox"/>	
Whitehall-Coplay Press	<input type="checkbox"/>	<input type="checkbox"/>	
Town and Country Gazette	<input type="checkbox"/>	<input type="checkbox"/>	
Northern Valley Gazette	<input type="checkbox"/>	<input type="checkbox"/>	
Lehigh Valley Trader	<input type="checkbox"/>	<input type="checkbox"/>	
The Allentown Times	<input type="checkbox"/>	<input type="checkbox"/>	

Local Cable	Free Advertising	Paid Advertising	Amount to Spend
RCN	<input type="checkbox"/>	<input type="checkbox"/>	
Service Electric	<input type="checkbox"/>	<input type="checkbox"/>	
Blue Ridge	<input type="checkbox"/>	<input type="checkbox"/>	
Channel 69/WFMZ	<input type="checkbox"/>	<input type="checkbox"/>	

Local Radio	Free Advertising	Paid Advertising	Amount to Spend
LCCC / WXLV	<input type="checkbox"/>	<input type="checkbox"/>	
WAEB	<input type="checkbox"/>	<input type="checkbox"/>	
WDIY	<input type="checkbox"/>	<input type="checkbox"/>	
WODE 99.9 FM	<input type="checkbox"/>	<input type="checkbox"/>	
WLEV 100.7 FM	<input type="checkbox"/>	<input type="checkbox"/>	

Other Publicity

Church Newsletter (one month advance minimum). Planning Committee should write article, unless assistance is requested from Communication Committee.

Posters (prepared by Communications Committee & distributed by requesting committee) _____ # Copies

Church Building in community (supermarkets, businesses, colleges, etc.)

Outdoor Sign (if available)

Web Page

Other Web Sites (please list) _____

NE PA Synod Newsletter (45 days advance notice)

Other (explain)

Begin Ads on _____ End Ads on _____

Are pictures available for use? yes no

If yes, who has them? _____

If no, can pictures be taken for use in advertising? yes no

Is there any other information the Communication Committee should know regarding this prior to it becoming actively involved?

NOTE: If personal contact information is not to be released in publicity, inquiries will be directed through the church office. Is there a contact name and number to be released publicly? yes no

If yes, please give information:

Contact Name & Phone #: _____

This form is available online on the church web site or through the church office. Download the form, fill it out and save it with a filename of the event, then e-mailed as an attachment to Chris Pirrotta, Communication Committee Chairperson, at Chris@pirrotta.com or provide a hard copy to the church office.