

FUMC Westfield Communications Request Form

Please select which types of communication you need to promote your event. Items are grouped based on the required lead time needed for completion. All submissions will be reviewed by the Communications Coordinator.

Please complete and return this form to the Communications Coordinator by emailing a scan to communications@fumcwestfield.org or bringing a printed copy to the church office no later than one week prior to your event!

Event Information:

Name of Event:

Event Coordinator(s):

Date and Time of Event:

Coordinator Email Address:

Event Description:

One Week Lead Time Required:

Facebook/Instagram Post

Event Info on Church Website

Two Week Lead Time Required:

Include in the Connect (weekly email)

Online Press Release (TAP and Patch)

Include in the Church Bulletin

Three Week Lead Time Required:

Newspaper Press Release

Facebook Event

One Month Lead Time Required:

Flyers/Handouts

Include in the Methodist Messenger
(monthly newsletter)

Postcards

Yard Signs

Eventbrite Ticket Page

Two Months Lead Time Required:

If you have additional needs for your event promotion, please select this option at least two months prior so that the Communications Coordinator can meet with you to discuss your ideas.