

Communication and Marketing Quick Reference

St. Petersburg First United Methodist Church

Established or ongoing church ministries will receive priority placement, as space is extremely limited. Not every request can be published.



Media Request Form: www.stpetefirst.org/communications * All content may be edited

What do you need?	Details*	How to Request
ANNOUNCEMENTS (Deadline: Noon on Tuesday for Sunday publication)		
Online Bulletin, Email Newsletter, Website	Posted for 3 Weeks	Use Media Request Form
Print Bulletin: Event or Ministry Request (request for volunteers and/or support, general ministry publicity, etc.)	3 Sundays (depending on space available); One request per semester for ministries	Use Media Request Form
Bulletin Insert	Administrative use only (Stewardship, Christmas, etc.)	N/A
Announcement Slide	Pre-service, Announcement TVs	Use Media Request Form
Video for Sunday Service	Pastor approval required	
OTHER MEDIA		
Information Center Item	Communications Director approval required	Use Media Request Form
Sign, Flyer, Poster, Banner	Communications Director approval required	Use Media Request Form
Newspaper		Contact Communications Director
ONLINE RESOURCES		
Add information to Website		Use Media Request Form
Event: Website and/or Facebook		Use Media Request Form
Social Media Post (Facebook/Instagram)	1 per event	Use Media Request Form
Ministry Facebook Group		Use Media Request Form
CHURCH CALENDAR/SCHEDULE		
Add to Church Calendar / Facility scheduling	Facility Use Form: stpetefirst.org/communications	Use Facility Use Form
Event Table (Fellowship Hall)	2 Sundays	Use Facility Use Form