

VLC VIDEO ANNOUNCEMENT FORM

**Please note all announcements will be aired 2-3 weeks prior to event.*

Video announcements should be (30-60 seconds) short, impactful, and contain pertinent information. Announcements can also be submitted:

Email: info@vlckc.com Website: vlckc.com Auxiliary Resources (video announcement request)

Please complete the form below with the relevant information.



Today's Date: _____

Auxiliary Name: _____

Auxiliary President Name: _____

Email: _____

Phone: _____

Information Needed For Video Announcements

Title/Theme: _____

Presenter/Speakers: _____

Date(s): _____

Time(s): _____

Location: _____

Room: _____

Additional Information:

*Your ministry should provide (upload) flyers/graphics needed for announcements.

Announcements are published exactly as they are received and we are not responsible for any missing information. Please proofread all information for errors.

Greetings,

Church announcements are a vital communication tool for our congregation.

We greatly encourage that you submit your **announcements** as far ahead in advance as possible to ensure we are able to include it.

The **deadline** for all **announcements** is **Tuesday by 12:00noon** at the latest to be certain it will be posted for the upcoming Sunday. Any item submitted to the office after this designated time will be included in the next week.

- Announcements should be short, impactful, and contain pertinent information. Please proofread all information for errors.
- Your ministry should provide flyers/graphics needed for announcements. This will not include the printing of flyers.
- We suggest that you make flyers to put into people hands to build momentum for your event.
- Please note that all major events will be e-blast out through social media on Mondays / Tuesdays.

Announcements are published exactly as they are received and we are not responsible for any missing information contained in the **announcements**. We request that you submit it **2-weeks** before the event. Specific information should include all relevant information (*back page*).

Announcements can be submitted:

- 1) Website: vlckc.com *Auxiliary Resources* (video announcement request)
- 2) Email to info@vlckc.com
- 3) Paper copy can be submitted into the church office

Video announcements will be aired 2-3 weeks prior to the event.

**In the event the weekly announcements exceed the maximum amount of space (3-4 minutes for the media presentation), the ministry will be contacted and the announcement will be aired the following week.

Again, the announcement deadline is Tuesday at 12:00noon, for inclusion in the weekly Sunday Media Presentation.

PSA:

Please submit **(1) event flyer** to the office to be placed on the church bulletin board.

