

Emmanuel Church Newport Communications Request

In emergencies please contact us at ...

* Indicates required question

1. Email *

2. Your Name *

3. Your Group at Emmanuel (Choir, Knitting Circle, Vestry, etc. or "None")

4. **What?** *

Title of your event / announcement / notification

5. **What?** *

Description of Your Event / Announcement / Notification. Please be precise -- this text will be used to build the Communication.

6. **When?**

Does your event / announcement / notification have a schedule associated with it?

Mark only one oval.

Yes, there is a specific start and end date/time

No, there is no specific schedule *Skip to question 9*

7. **When?** *

Start date/time?

Example: January 7, 2019 11:03 AM

8. **When?** *

End date/time?

Example: January 7, 2019 11:03 AM

9. **Who? -- Communication Access**

Will communication be available / distributed to the public?

Mark only one oval.

Yes -- Available to the public *Skip to question 10*

No -- Not public. Emmanuel church groups only *Skip to question 11*

Who? -- Communication Access

10. **Who? -- Communication Access** *

Communication to the public. What media? (Check all that apply)

Check all that apply.

- Emmanuel Website Announcements
- Emmanuel Website Calendar
- Emmanuel Email Newsletter
- Facebook
- Pinterest
- Instagram
- X (Twitter)
- Signage in church yard
- Sign / poster inside the church
- Newport This Week (free weekly newspaper) Calendar
- Nextdoor
- Newport Patch
- Other: _____

Skip to question 12

Who? Non-Public Communications -- (Email Only)

11. **Who? -- Communication Access ***

Non-public Communications

Mark only one oval.

- Email to All Emmanuel Newsletter Recipients
- Email to Emmanuel Active Parishioners Only
- Email to Choir Only
- Email to Vestry Only
- Other: _____

12. **Who? -- Target Audience**

*

What group or audience are you trying to reach? E.g., women of the church, men of the church, prospective choir members, gardeners, youth, etc.

13. **Where?**

*

Where does your event occur?

14. **Communication Timing -- Start Date**

If your communication is to appear on any social media (Facebook, X, Pinterest, Instagram), when should it first appear?

Communication Begins

Example: January 7, 2019

15. **Communication Timing -- End Date**

If your communication is to appear on any social media (Facebook, X, Pinterest, Instagram), when should it expire?

Communication Expires

Example: January 7, 2019

16. Do you have a graphic file that you wish to add to the communication?

Files submitted: Submit any graphics for this event to it@emmanuelnewport.org and admin@emmanuelnewport.org.

Google

