



# The "Exciting" SHBC

REACH • TEACH • DEVELOP • SERVE

Dr. Howard E. Anderson, Sr. - Pastor

## SHBC Ministry Event Publicity & Promotions Request

*(This document is intended to be used in conjunction with the SHBC policy and guideline documents regarding events.)*

*"Inviting every member and every guest to everything"*

Event: \_\_\_\_\_

Theme: \_\_\_\_\_

Scripture: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Communication Opportunities

#### Print Communications

- Bulletin Announcements
- Bulletin Stuffers
- Banners
- Posters
- Flyers
- Bookmarks
- Billboards

#### Direct Mail Communications

- Mass Letters
- Newsletters
- Pamphlets
- Postcards

#### Electronic Communications

- Website Advertisements
- Emails
- Texts
- Tweets (Twitter)
- Marquee
- Events Line
- Video Announcements

#### One-to-One Communications

- Personal Letters
- Personal Invitations
- Special Announcements

#### For Office Use Only

[ ] Approved & Scheduled

[ ] Not Approved: Reason(s) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_