

HOPE ANNOUNCEMENT GUIDELINES AND REQUEST FORM

Due to the large number of events and activities happening in and around Hope Community Church, a set of guidelines for Announcements has been created to maximize the efficiency of in-church communications. The following are simple guidelines you should review prior to submitting an Announcement Request Form:

- Verbal Announcements during services will NOT be used for regular/routine events.
- Verbal Announcements will be reserved for subjects that impact the entire church.
- All other announcements may be presented in forms such as Projection "Billboard" Announcement, newsletter announcement, etc.
- All information may also be provided to the "Ask Me" kiosk in the main lobby.
- To submit all announcements and other communications media, fill out the accompanying form and send it to the church office before the listed deadlines. You may also fill out the on-line form on the Hope web site: www.hopecc.net > Hope Forms > On-Line Announcement Request
- When submitting your request form, include all accompanying media (photos, videos, artwork)
- All forms of Announcement Media that you wish to utilize must be "checked" on the request form, and all requested information for each form of media must be filled out in entirety.

All Announcement information may be submitted by filling out the following form and delivering it to the Hope Community Church office. You may also Email the information to the office, but you must provide all the required information.

To Email information, send to:

announcements@hopecc.net

Announcement Tips

KEEP IT BRIEF!!!

Include the who, what, why, when and where of your event/activity – in other words, could an uninformed person read or hear this and become reasonably informed as to what is being announced?

Also, list any other special instructions for the announcement person or A/V technician.



COMMUNITY/CHURCH

HOPE ANNOUNCEMENT REQUEST FORM

Requestor name: _____

Phone number: _____

Email address: _____

(Check all types of Announcements you wish to utilize)

_____ (check here) **Verbal Announcement during Sunday Services**

These are the announcements verbally presented by Hope Announcement people or ministry leaders during each of the Sunday services. Each verbal announcement is limited to :30 seconds in length and will only be presented for one week, unless otherwise approved by the Hope Administrative Assistant. Hope reserves the right to edit all announcements. All Verbal Announcements must be submitted to the church office to determine eligibility. Verbal announcements may be accompanied by "Billboard" Announcements or photos shown on the projection screens, and/or flyers/handouts.

Deadline: Thursday, 3 p.m. prior to the Sunday intended for presentation. All accompanying "Billboards," photos, or flyers/handouts must also be submitted by this deadline.

Presenter: Hope Announcer / Self / Other (Circle One, if "Other", include contact info here:

(name) _____ (phone) _____ (Email) _____

Services: 1st 2nd 3rd (Circle all services you want announcement made)

Billboards 0 1 2 3 / Photos 0 1 2 3 (Circle the appropriate number)

Flyer/Handout included? Yes No (Circle one)

Type/Print Verbal Announcement here:

_____ (check here) **Projection "Billboard" Announcement**

These are the graphics/slides that are shown on the projection screens in the Worship Center. They are shown during the breaks between services, and can be shown during an accompanying Verbal Announcement. It is recommended that these "Billboards" use between 5 and 15 words. Hope reserves the right to edit all "Billboard" Announcements. Verbage is limited to 20 words per slide. All photos should be submitted in jpg format. Finished "Billboard Announcement" artwork may be submitted as a PowerPoint slide or as a Word document.

Photos and art can be delivered via CD to the church office, or can be Emailed.

To submit photos via Email, send to: announcements@hopecc.net (file size should be no more than 3 mb)

Deadline: Thursday, 3 p.m. prior to the Sunday intended for presentation.

Type/Print "Billboard" Announcement here:

_____ (check here) **Video Announcements**

For special events and unique opportunities, Hope encourages video announcements. These are presented on the projection screens during Sunday Service announcement times. Not all subjects are eligible for Video Announcements. Please contact the Hope Administrative Assistant to determine eligibility. Each Announcement Video is limited to 2:30 minutes unless otherwise approved by the Hope Administrative Assistant. Each Video Announcement must be submitted by deadline to approve the content, test for A/V system compatibility, and incorporate into the multimedia presentation. The preferred format for Video Announcements is on DVD or DVD-R. You may also submit them on VHS.

Deadline: Wednesday, 3:00 p.m. prior to the Sunday intended for presentation.

Type/Print subject of Video Announcement:

_____ (check here) **Message Outline Announcements**

These are the printed announcements that appear on the back of the message outline sheet for each Sunday Morning service. Each Message Outline Announcement is limited to 35 words. Hope reserves the right to edit all announcements.

Deadline: Thursday, 3:00 p.m. prior to the first publication

Beginning Sunday: _____ (date) Ending Sunday _____ (date)

Type/Print "Message Outline" Announcement here:

_____ (check here) **Weekly Newsletter Announcements**

These are the written announcements printed in the newsletter that is mailed to the entire Hope body each Tuesday. Each Newsletter Announcement is limited to 35 words. Hope reserves the right to edit all announcements.

Deadline: Friday, 12:00 p.m. prior to the first publication

Beginning Tuesday: _____ (date) Ending Tuesday _____ (date)

Insert to be provided? Yes No (circle one)

Type/Print Weekly Newsletter Announcement here:

_____ (check here) **Weekly Newsletter Inserts**

If you wish, you may produce a flyer/handout that can be inserted into the weekly newsletters. These Newsletter Inserts should be no more than one page, no larger than 8.5 x 11", and folded down to fit into a "letter" size envelope. The inserts must be prepared and delivered to the church office by Thursday, 3:00 p.m. A proof of the insert must be sent to the church office by Wednesday, 3:00 p.m. for approval. The proof may be submitted in the form of a "hard copy" or PDF Emailed to: announcements@hopecc.net

Type/Print subject of Weekly Newsletter Insert:

_____ (check here) **Web Site Announcements**

Printed announcements may also be included on the Hope web site (www.hopecc.net).

Each Web Site Announcement is limited to 35 words. Hope reserves the right to edit all announcements. Announcements will not be posted for more than 30 days.

Deadline: You must allow at least five "working" days prior to posting

Posting duration: _____ (start date) to _____ (end date)

Type/Print Web Site Announcement here:

_____ (check here) **Lobby Monitor Announcement**

These are the graphics/slides that are shown during the week on the monitors located in Lobby areas throughout the church building. They are shown in a "slide show" format, therefore it is recommended that these "Billboards" use between 5 and 15 words. Verbage limited to 20 words per slide. Hope reserves the right to edit all "Lobby Monitor" Announcements. Finished Lobby Monitor Announcement artwork may be submitted as a Powerpoint slide or as a Word document. Photos and art can be delivered via CD to the church office, or can be Emailed.

To submit via Email, send to: announcements@hopecc.net (file size should be no more than 3 mb)

Deadline: Allow three "work" days prior to posting.

Type/Print "Foyer Monitor" Announcement here:

_____ (check here) **Posters/Flyers**

For major events, Hope welcomes Posters/Flyers to be posted on the church's bulletin boards and other "Posting" zones throughout the church. A proof of all Posters/Flyers must be submitted to the church office for approval by Wednesday, 3:00 p.m. prior to posting. The proof may be submitted in the form of a "hard copy" or PDF Emailed to: announcements@hopecc.net

Type/Print subject of Poster/Flyer:

FOR OFFICE USE ONLY – Input completed by _____ on _____ (date).