



St. David's Episcopal Church Communication Policies for Events (*as of 1/21/2016*)

Before any event is publicized, an Event Planning Form must be completed and submitted.

An event will appear in the monthly events schedule posted in the Narthex, at the discretion of the Director of Communications, Parish Administrator and/or the Rector.

Three Weeks before Event:

- If registration is required, it will be created in Access ACS and become "open"
- Post publicity banner on Events page of website, pointing to commission/ministry page, where more information and link to registration (if applicable) can be found

Two Weeks before Event:

- If event is parish-wide, send publicity banner in eNews
- If event is parish-wide, publicity banner will appear on rotating banner of the website homepage, at the discretion of the Director of Communications, Parish Administrator and/or Rector
- Event information will appear in the bulletin announcement page, at the discretion of the Director of Communications, Parish Administrator, Rector and/or an Administrative Assistant
- Post publicity banner on social media, at the discretion of the Director of Communications, Parish Administrator and/or Rector
- Post publicity banner on Events page of website, pointing to commission/ministry page, where more information and link to registration (if applicable) can be found

Week of Event:

- If event is parish-wide, publicity banner will appear on flat screen TVs in the Narthex and lobby, at the discretion of the Director of Communications, Parish Administrator and/or Rector (will appear the Sunday BEFORE the event)
- If event is parish-wide, send publicity banner in eNews
- If event is parish-wide, publicity banner will appear on rotating banner of the website homepage, at the discretion of the Director of Communications, Parish Administrator and/or Rector
- Event information will appear in the bulletin announcement page, at the discretion of the Director of Communications, Parish Administrator, Rector and/or an Administrative Assistant
- Post publicity banner on social media, at the discretion of the Director of Communications, Parish Administrator and/or Rector (will appear the day BEFORE the event)
- Post publicity banner on Events page of website, pointing to commission/ministry page, where more information and link to registration (if applicable) can be found

Please note that these policies can change and/or be altered at any time, at the discretion of the Rector, Parish Administrator and/or the Director of Communications.