**INSTRUCTIONS FOR SUBMITTING INFORMATION**

* We have a new email address for our committee! Make sure to add it to your contacts and use it going forward for all your communication needs.

When you use this email, it will go to the chair of the Communications Committee, the office staff (Sharon and Daune) as well as Hannah. You will no longer need to email or text us separately. Instead, your shared information will go to all four of us simultaneously.

This will help the Communications Committee considerably. It will ensure that the entire committee is made aware of the event or information that needs to be shared, as well as aid us in being more organized in how the work gets done from our end. The last thing that any of us wants is for something to get lost in the mail (pun intended!). This new email address will ensure that this won’t happen.

* The Communications Committee loves to receive good news from around our church family to post on our social media pages.

Please understand that it can sometimes take a couple of days to get a post designed and up on our pages for you to see. When you submit nonevent news to be posted, do not worry if you don’t see it on social media right away.  We will make every effort to post it as soon as possible.

* The Communications Committee was created to advertise church events, share news with our church family and the community as well as maintain a social media presence. In order to have this work most effectively, we cannot be responsible for reminding committees of events or information that you want to share with the church.

Each committee is responsible for submitting a form to the Communications Committee whenever you have something you would like to be shared with our church family or the community, even if your event is a recurring one.

Have questions? Send them to our new Communications Committee email!

**communications@cranburypres.org**

FIRST PRESBYTERIAN CHURCH OF CRANBURY

EVENT/PROJECT COMMUNICATIONS FORM

Please complete this form at your earliest convenience and return it no later than one (1) month before your event or completion of your project. Return the form to the Communications Committee at [communications@cranburypres.org](mailto:communications@cranburypres.org). Please provide photos or images, if available.

**Name of event**: Click or tap here to enter text.

**Date**: Click or tap here to enter text. Time: Click or tap here to enter text.

**Purpose is fundraising**: Yes No

**Committee in charge**: Click or tap here to enter text.

**Place/Location**: Click or tap here to enter text.

**Event is intended for (check all that apply)**:

Congregation Families

Older Adults/Seniors Young Adults

Children Potential New Members

The Community Other

**Please provide a brief description of the event**:

Click or tap here to enter text.

**Name of project**: Click or tap here to enter text.

**Date**: Click or tap here to enter text.

**Purpose is fundraising**: Yes No

**Committee in charge**: Click or tap here to enter text.

**Project is intended for** (check all that apply):

Congregation Families

Older Adults/Seniors Young Adults

Children Potential New Members

The Community Other

**Please provide a brief description of the event**:

Click or tap here to enter text.

**Your Name**: Click or tap here to enter text. **Date**: Click or tap here to enter text.

**Email Address**: Click or tap here to enter text. **Phone**: Click or tap here to enter text.

**Please Note**: For all advertising or promotional activities, appropriate use of social media and contact with the Township Office is at the discretion of church staff and the Communications Committee.