**Instructions for Submitting Information**

**The First Presbyterian Church of Cranbury’s**

**Social Media and Newsletters**

* The Communications Committee was created to help advertise church events, share news with our church family and the greater community, and maintain a social media presence for our church.
* In order to do this, the Committee now has a new email address! Make sure to add it to your contacts and use it going forward for all your communication needs.[**communications@cranburypres.org**](mailto:communications@cranburypres.org)
* By using the above email address, your forms will simultaneously go to the Communications Chair, the office staff (Sharon and Daune), as well as Pastor Hannah and members of Communications team. Using this email will ensure that the entire committee is made aware of your events and the information you want shared.
* We do want to remind committees that in order for us all to work together most effectively, your events and information should be sent to us in a timely manner. The last thing any of us wants to do is drop something out.
* Just a reminder… It can sometimes take a few days to get a post designed and up on our pages. Therefore, when you submit news to be posted, it may not be up on social media right away.  We will make every effort to post it as soon as possible.
* Also, our committee loves to receive, “*Good News and Photos* from our church family to post on the church’s social media pages. Remember, when using photos of church members, you must get their permission to post the photos before sending them to us.
* Moving forward, each committee is responsible for submitting the form below 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 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.

**Location of Event**: 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 brief write up of the event that will be advertised**:

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 brief write up of the project to be advertised**:

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.