

McPherson Church of the Brethren Communications Checklist for Church and Church-related Events

Contact church office to place event on calendar. If event is to take place in church facilities:

- Reserve space and make arrangements to check out key (if needed).
- Specify audio needs.
- Specify video needs.

To publicize event, utilize any or all of the following:

- Bulletin.
Submit items to church office by Thursday for Sunday publication. Deadline may be adjusted for holidays.
- Newsletter.
Submit items to church office or contact Jenny Williams. Deadline is third Sunday of every month, except December.
- Posters.
Bulletin boards are available in both church buildings. Bring posters to office.
- Website.
Submit items to church office or contact Darren Hendricks.

For events of interest to larger community, contact the following:

- Channel 13.
Submit items at least one month in advance of event.
- KNGL-KBBE.
Submit items of community interest to Mark Eklund, news director.
- McPherson Sentinel.
The Sentinel publishes church-related news every Friday. Deadline is noon Thursday. Depending on news-worthiness or timeliness, items may be developed into larger stories. Editor makes this decision.
- Peoples Bank Marquee.
Peoples Bank and Trust accepts short community service messages for display on its downtown marquee.

Need assistance? Contact any Communications Team member:

- Darren Hendricks, poster design.
- Janette Hess, news releases.
- Steve Lolling, AV information.
- Jenny Williams, newsletter items.

Publicity Contacts

Church Bulletin

Janice Friesen, administrative assistant
241-1109
maccob@sbcglobal.net

Church Newsletter

Jenny Williams, editor
williamj@mcpherson.edu

Church Website

(www.macbrethren.org)
Darren Hendricks
hendricd@mcpherson.edu

Public Access Television

Channel 13
241-0742, ext. 3013 (voice mail)
241-9438 (fax)
channel13@mcpherson.edu

Newspaper

McPherson Sentinel
241-2422
sentinel@sbcglobal.net

Bank Marquee

Peoples Bank and Trust
241-2100
shawna.ward@peoplesbankonline.com
jill.reissig@peoplesbankonline.com

Radio

KNGL-KBBE
241-1504
knglkbbe@earthlink.net