

NFCN Media Guidelines

General Guidelines:

- Begin promoting **any event 15-30** days out.
- All platform announcements must be cleared by Pastor Don prior to services and submitted for discussion in Tuesday staff meeting.
- Public announcements are prioritized for all-church events. On occasion, announcements may be made for events for smaller groups, subject to space considerations.
- Special Life-Celebrations can be submitted to the Pastors office for recognition but no guarantees. (Anniversaries, Birthdays, Showers, Reunions, etc.)

Bulletin Announcements:

- Bulletin: One “usher assisted handout” as agreed on by the staff on a Sunday for any event. Preference would be the week before registration deadline.
- Bulletin announcements should be brief (30 words max), written and submitted as you want them to appear. (The Office Team does proof announcements but is not responsible for writing or re-writing the announcement)
- Preference and space will be allotted based on date submitted combined with consideration of attenders impacted by the announcement.

nFocus Announcements:

- nFocus announcements should be brief (30 words max), written and submitted as you want them to appear. (The Office Team does proof announcements but is not responsible for writing or re-writing the announcement)
- Preference and space will be allotted based on date submitted combined with consideration of attenders impacted by the announcement.

Video Requests:

- Video requests need to be submitted 15-30 days out from “Screen date”. This date could be shorter based on existing workload – subject to approval of Media Director.
- Video announcements must be screened by Worship Pastor or Media Team before use for quality, clarity and length 10 days in advance when possible.

Preservice Slides:

- Slides should accompany each platform announcement with sharp graphics, clear dates and costs.
- All announcements will be run in pre-service slide loops.