Event Communications

Please submit this following form online to [vmcconnell@myHTLC.org](mailto:vmcconnell@myhtlc.org). Please check off the boxes for the communication methods you would like to use for your event.If you have any questions, please feel free to call the Church Office (Tue-Fri 9:00-2:00) at **847/724.6060 *Note:*** *All deadlines are indicated to provide enough lead time to meet your communication needs.*

* **Required:** SubmitGraphic & Short Description of Event (Submitter) – Two Weeks Prior

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* **Required:** Complete [the building usage form](http://media.wix.com/ugd/b97123_f4957977cf1e48c5823c542ae60e42fe.pdf) and email form to [communications@myHTLC.org](mailto:communications@myHTLC.org) (Submitter) – ASAP  
  *Ensure you have a room and time for your event. By submitting this form the communications group you will reserve the space, and place the event on the paper and online calendars.*
* **Required:** Update Holy Trinity Times (Vikki) – Third Thursday of the Month  
  This is the printed mailed/emailed newsletter.
* **Required:** Update East Hall Monitor (Vikki) – Updates are made every Friday  
  *Get your slide on the rotating announcements on the East Hall monitor!*
* **Required:** Update Mid-Week Newsletter(Vikki) – Submissions are due by Monday
* **Required:** Update Website – Events Page (Communications Group) – Saturday  
  *We will take your graphic and announcement and post online for you*
* **Required:** Write Facebook Post / Schedule Facebook Post(s) (Communications Group)

# Optional Communication Methods

Check these optional services that you would like to use.

**Optional:** Update Website – Rotating Flash Ad on the Front Page (Communications Group) – Saturdays  
*This is great for those events where you would like to encourage participation.*

**Optional:** Set up registration on VolunteerSpot.com (Submitter and Communications Group) – Two to three weeks prior to the event.  
*Please provide a list of items to bring and position to be filled. Please work directly with the communications group to get this set up.*

**Optional:** Add a Donation Link (Communications Group) – Two to three weeks before your event.  
*If your group is collecting money, you can have a donation link added to the website announcing your event. We need a valid email address for the individual collecting the money.*

**Optional:** Create Facebook Event (Communications Group) – Two weeks prior.  
*This is great for community events.*

**Optional:** Submit press release about your event for newspaper outreach (Communications Group) – get your piece in by Thursday before.  
*Press releases can be submitted to the Glenview Journal at* [*news-gv@journal-topics.info*](mailto:news-gv@journal-topics.info) *Submit information for The Lantern's Faith page to Riley Simpson at* [*r.simpson@22ndCenturyMedia.com*](mailto:r.simpson@22ndCenturyMedia.com)*. Questions call (847)272-4565 ext. 21. For the Glenview Announcements submit your release to their website via* [*https://community.chicagotribune.com/*](https://community.chicagotribune.com/)

**Optional:** Create Robo Call Announcement (Communications Group) – 1 day prior.  
*This is great way to communicate quickly about an event, if you have missed print and other communication deadlines. This is also a great way to remind people about your event by sending a reminder out the day before*

**Optional:** Post to Twitter (Submitter) – Anytime.  
*This will automatically be done through Facebook post, but leading up to the event and during the event, the submitter can create hype about what is going on by posting to @HTLCGlenview*

**Optional:** Take Pictures and submit them online! (Submitter) – Anytime.  
*During the event (or afterwards) send emails to* [*between87eight2twitter@photos.flickr.com*](mailto:between87eight2twitter@photos.flickr.com) *This will immediately post the pictures to Flickr, the East Hall monitor, our webpage and our Facebook and Twitter accounts.*

**Optional:** Make a Video of Your Event (Submitter) – Up to one week after your event.  
*If you would like to make a video of your event, we can help you post to our Facebook groups, email it to the congregation and/or post to our website.*

# Other Communication Needs for Your Event

Check all that apply.

Screen

Projector

Sound System

Hand Held Mics