

Event Communications Check List

Church of the Holy Apostles

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This checklist is intended a tool to help Ministry leaders and other parish event planners consider what communication services they will need to implement in order to promote their activities and events.

Once completed, the Check List can be submitted to Isabella Bologna, Assistant for Communications (isabella@holyapostlestn.net). Alternatively, call Isabella Bologna to discuss communication needs (901-937-3830)

Event: _____

Date: _____ Time: _____

Group Planning Event: _____

Contact Person: _____ Email: _____

Phone: _____

Include in The Acts Newsletter?: _____ Month: _____

Weekly Emails?: _____ Start Date: _____

Service Leaflets?: _____ Start Date: _____

Facebook Post?: _____ Start Date: _____ Repeat?: _____

Create Facebook Event?: _____

Tweet?: _____ Start Date: _____ Repeat?: _____

SignUpGenius?: _____ Start Date: _____

Evite?: _____ Send: _____

Press Release?: _____ Date: _____

Paid Advertising?: _____

Holy Apostles Lawn Sign?: _____ Start Date: _____

Photos?: _____ Who's taking photos?: _____

Video?: _____ Who's taking video?: _____

Notes: _____
