



PATTERSON PARK CHURCH

COMMUNICATION PROCEDURES

Every week the PPC staff receives many requests for bulletin announcements, PowerPoint slides, website promotion and many other forms of communication. Our goal is to make sure every ministry has the opportunity to promote their events in a timely and church-wide fashion. To this end we have established the following guidelines for those who would like to promote an event in an official PPC publication.

BULLETIN, WEBSITE, POWERPOINT SLIDE, AND ALL CHURCH EMAIL
Items to be published in one or all of the above areas must be submitted to the church office no later than 1 month prior to the date of the event. Bulletin announcements, website announcements, and PowerPoint slides will run for three weeks. An announcement in the weekly all church email will only run for one week. You may submit an event for publication by completing the communication request form at pattersonpark.org/forms.

PRINT AND DIGITAL MATERIALS

All print and digital marketing materials are to be created by the PPC staff. Any marketing materials submitted to the office are subject to change. Please do not create an item for print or digital promotion without first receiving permission from the church office.

PPC LOGO

The Patterson Park Church logo(s) may not be changed in any way. If you would like a digital copy of the PPC logo, please email the church office (ppc@pattersonpark.org) and one can be provided.

OVERFLOW DISPLAYS

The tables in the Overflow are used to highlight PPC ministries and special events throughout the year. A request for a display in the overflow must be made at least one month in advance by submitting a communication request form at pattersonpark.org/communication-request.

DISCLOSURE

Due to time and limited availability, submitting a communication request form does not guarantee that your event will be published or that it will be published using the mediums requested. The PPC staff reserves the right to edit an announcement for length or content. If you have questions about communications requests, please email ppc@pattersonpark.org.