

How to Advertise Your Church Event

1. Publish information via Church communications (*Channels*, *Sunday Morning News*, Facebook, the website).
 - a. Contact the church office to reserve space and add your event to the church calendar at office@uuyarmouth.org or 207-418-4146.
 - b. Review the submission guidelines:
<https://uuyarmouth.wordpress.com/communications/submission-guidelines/>
 - c. Submit your announcement or event details via the online form:
<https://uuyarmouth.wordpress.com/communications/submit-your-announcement/>
2. Make a spoken announcement on Sunday morning.
 - a. Prepare a few sentences to say or to be read by an Announcer on Sunday morning.
 - b. Email the text to the church office by Thursday at 12 pm or leave a note on the podium for the Announcer. Indicate if you would like to make the announcement or if you'd prefer to have it read for you.
3. Request printed material (posters, fliers, or other handouts).
 - a. Review the submission guidelines:
<https://uuyarmouth.wordpress.com/communications/submission-guidelines/>
 - b. Submit your announcement or event details via the online form:
<https://uuyarmouth.wordpress.com/communications/request-fliers-or-posters/>
 - c. Post fliers or posters at popular locations around Yarmouth and the greater Yarmouth area. Think: coffee shops, libraries, and other locations with community bulletin boards.
4. Share your event with other local Unitarian Universalist communities and/or other faith communities (see page 3).
5. Contact local news media sources (see page 4) to pitch a story idea about your event and/or to purchase advertising space.