



## UMC Monroe Publicity/Social Media Request Form

*Thank you for your interest in sharing content on UMC Monroe's social media platforms!*

Please complete this form below with the necessary details about your post:

<b>Contact Information</b>	
Your Name	
Phone #	
Email Address	
<b>Post Specifics</b>	
<i>Please provide the exact wording you'd like us to post. Be specific!</i>	
<b>Title or Headline:</b>	
<b>Date (range):</b>	
<b>Time (range):</b>	
<b>Address or Link:</b>	
<b>Cost, if applicable:</b>	
<b>Target Audience:</b>	
	<i>REMINDER: Please provide the exact wording you'd like us to post. Be specific!</i>
<b>Post Content (Caption/Text):</b>	
<b>Media Upload (Image/Video Link):</b>	
	<i>If you have media to accompany your post, provide a link to the file (ie. Google Drive, Dropbox, website, etc.). If you have existing documentation with all of the details, no need to re-type; submit what you have to <a href="mailto:publicity@umcmonroe.org">publicity@umcmonroe.org</a></i>
<b>Desired Posting Date:</b>	

(turn over)



## UMC Monroe Publicity/Social Media Request Form

Would you like to publicize this event beyond our UMC Monroe Church Family? (includes our website, FB page, announcement insert and church calendar)

Yes  No

If yes, please check all that apply **			
<input type="checkbox"/>	Eastern Fairfield Cooperative FB page	<input type="checkbox"/>	The Monroe Patch (online publication) **
<input type="checkbox"/>	NYAC Connecticut FB page	<input type="checkbox"/>	The Monroe Sun (online publication) **
<input type="checkbox"/>	Monroe Residents FB page	<input type="checkbox"/>	Edith Wheeler Memorial Library bulletin board **
<input type="checkbox"/>	Other (please explain) **		

\*\* Content must meet the site's purpose/mission; pending review.

Media/Deliverable(s) Formats and Sizes <i>If you're creating deliverables (not provided) other than posting to our social media, please select image formats needed. We'll do our best to help you out! (check all that apply)</i>								
Photos	<input type="checkbox"/>	4" x 6" postcard	<input type="checkbox"/>	8.5" x 11" flyer (PDF)				
Posters/Board Prints	<input type="checkbox"/>	11" x 14"	<input type="checkbox"/>	16" x 20"	<input type="checkbox"/>	20" x 30"	<input type="checkbox"/>	24" x 36"
Graphics	Please submit existing post/event graphics to <a href="mailto:publicity@umcmonroe.org">publicity@umcmonroe.org</a>							

Anything else we should know? <i>Please let us know if there's anything else we should consider when sharing your post.</i>

Thank you! We'll confirm receipt of your request and follow-up with any questions

We appreciate your time and can't wait to share your story. Keep an eye out for your feature on our social platforms

**UMC Monroe Social Media contacts:**

Kathy Schmalkuche  
email: [publicity@umcmonroe.org](mailto:publicity@umcmonroe.org)  
Cell/text: 203.733.1175

Denise Wiley, Church Secretary  
Office email: [umc@umcmonroe.org](mailto:umc@umcmonroe.org)  
Office phone: 203.268.8395

Website: [www.umcmonroe.org](http://www.umcmonroe.org)  
Facebook: [@umcmonroe](https://www.facebook.com/@umcmonroe)