

Communications Requests

Information for all church publications must be submitted by noon each Tuesday. The newsletter is published at noon on Wednesday, and articles may be published in the Sunday bulletin as space allows. Content may be revised. Email [Austin Harris](#) to include a document or image with your announcement.

Communications Request Form

Activity Registration *

- Please create a registration for my activity
- No registration is required for my activity

Date to Start *

Date to End *

How should we share your information? *

- Newsletter
- Bulletin
- Add to Church Calendar
- Worship/Celebration Room Screens

Example of Communications Request Form from Topeka First UMC

All announcements for church publications go through our church staff. When they receive an announcement request, they prepare the information for publishing in the newsletter and bulletin, and forward the information to Tina Boles, Administrator, to schedule the necessary facilities and add the information to the church calendar. Tina can also create online registration for your event.

The deadline to submit a church announcement for the weekly newsletter is Tuesday at 12 p.m. If you would like to add a picture or document to your announcement, you may send it via email to [Austin Harris](#) after submitting the form.

Some things to remember as you craft your church announcement:

- Bear in mind that many who read our announcements are new to our church, or may be visitors looking to connect with us. Try not to assume that everyone knows the context of your announcement (for instance, whether this is an annual church event, who this event or activity is for, or if this announcement is in reference to something that happened previously)
- Our weekly emailed newsletter often contains more information about church business than our printed Sunday bulletin. This is because the newsletter is composed primarily for those who are already members of or deeply connected to, our church. The bulletin is primarily composed for visitors and those new to the church. The bulletin emphasizes opportunities to sign up for church activities and information about our church in general. The bulletin is a tool to help those new to our church get connected.
- Refer to our church as Topeka First United Methodist. You may also use the shorter title, Topeka First UMC. We no longer use FUMC as our title.

If you have any questions, feel free to contact the church office, 785-233-8100, or by email. Office hours are Monday-Thursday, 9 a.m. to 4 p.m.