

Communications Timelines & Deadlines

Communications Tool Deadline

* *FirstENews* (weekly e-mail) NOON, Tuesday
* *FirstNotes* (bulletin) NOON, Wednesday before Sunday
* Slides NOON, Thursday before Sunday

Leadtime

* Social Media Posts 1 days
* Website 1 days
* Pulpit Announcement 2 weeks
* Tables (see Victoria) 2 weeks
* Graphic Design 3 weeks
* External Media 3 weeks
* New Banners 4 weeks
* Ministry Moment 5 weeks
* Video 6 weeks (limited)

*Contact: Nancy Bryan, Director of Communications,* [*nbryan@fumcplano.org*](mailto:nbryan@firstmethodistplano.org)