

# Promoting Your Event

When you book the church for an event, you will need to work backwards in regards to how to get the word out to the congregation—it's about: promotion. Let's say your event is going to be on August 15. Then you will need to get an article or flyer to the church office by July 15 to have your event's information in the August Flame. Let's say you really want to get the word out --- then have your info to the church office by June 15 so it can be in the July and August Flame. The office tends to run information about church events for 3 weeks in the enews so be sure to send in your information about your event to the office admin to be included in the enews. There is an events page on the church website (see here: <http://www.firstuomaha.org/#!events/c228d>) and information you send in to be published in The Flame will also be posted on the events page and in our Facebook group.

Flyers can be printed by the church office. Send in your finished flyer and let us know how many copies to make. Flyers will be put up by our Friday volunteers. The two places flyers are in the church entryway and downstairs on the church/calendar event board. If you want to put up more flyers, you are free to use magnets on metal doors, but keep in mind that we do not want the church to appear cluttered.

Inserts in the order of service can run for two Sundays. Send in your finished insert by Thursday morning at 8am, and it will be included.