



Journey

CHRISTIAN CHURCH

Publications/Events Submission Form (Rev 9)

Please complete this form in its entirety and submit to the Publications office

DUE MONDAY AT LEAST TWO (2) WEEKS PRIOR TO PUBLICATION

Email: Publications@journeycc.net fax: 209-833-8471 Drop off at office or Welcome Center

Dept/Ministry/Person: _____		Submission Date: _____	
Contact: _____		Phone #: _____ E-mail _____	
EVENT DESCRIPTION _____			
PUBLICATIONS INFO (if needed):		MINISTRY CENTER RESERVATION INFO:	
Event Date: _____		Event Day & Date: _____	
Event Time: _____		Time w/set-up & clean up: _____	
Event Location: _____		Room(s): Student S-1 <input type="checkbox"/> S-2 <input type="checkbox"/> S-3 <input type="checkbox"/> Kid K-1 <input type="checkbox"/> K-2 <input type="checkbox"/> Worship W-1 <input type="checkbox"/> W-2 <input type="checkbox"/> Office #103 <input type="checkbox"/> #106 <input type="checkbox"/>	
Publication Date: _____		Setup JCC Online Registration? <input type="checkbox"/> Max # participants _____ Reg Amt \$ _____	
Announcement description (be clear & specific, provide other website addresses/materials, attach anything as needed): NOTE: Subject to editing. _____ _____ _____ _____		Additional Info on Registration: _____ _____ _____ _____ Materials Needed (i.e. Tables, Chairs, Proj. DV, etc.) _____	
Office Use Only:			
<input type="checkbox"/> Publications: _____ <input type="checkbox"/> E-News <input type="checkbox"/> Program <input type="checkbox"/> Announce Slide <input type="checkbox"/> Website		<input type="checkbox"/> Web Calendar/Facebook _____ <input type="checkbox"/> JCC App <input type="checkbox"/> Event System <input type="checkbox"/> Welcome Center	
		<input type="checkbox"/> Reserved Rm Calendar: _____ <input type="checkbox"/> Table / Display <input type="checkbox"/> QR Code	
Date Received: _____		Reviewed (V): _____ Date _____	
Received by: _____		Approved: (Signature) _____	
(Copies to: Minister, Publications, Events, Welcome Center, Production, Finance)			

Publication Procedure

If you have any information that you would like to be publicized in any of the areas below:

- Sunday Program
- ENews
- Sunday Slides
- Welcome Center
- Web Calendar
- Ministry Center Calendar

You must abide by the following procedure.

- A completed publications form must be handed in by **MONDAY 2 WEEKS PRIOR TO the requested publication date**
- You can obtain a hard copy of the form at the office, fill it out and either put in **Publications** mailbox or scan and e-mail to publications@journeyc.net or put in Connection Box on Sunday morning.
- If there is any editing to be made to the previous information (change of time, meeting place, dates etc) you need to address them through this process to avoid incorrect information being given to the congregation.
- If your Ministry wishes to man a table, in addition to the completed publication form, you need to contact Lisa Henson at office@journeyc.net or call 833-8470 ext 1 **2 WEEKS PRIOR TO the requested Sunday(s)** to have a table available for you.
- All flyers need to be at the office by Thursday @ 8:00am to be displayed on Sundays.
- If your Ministry wishes to reserve the facilities, then you must fill out the corresponding section on the Publications Form and proceed as above

