

Communications Information

Since publicizing activities helps ensure the success of an event, this document outlines the communications opportunities available at First United Methodist Church Richardson. If you have any questions or need additional information, please contact Gloria Scott at gscott@fumcr.com.

Here is this same information in pdf format: [Communications Infomation](#)

First Connection Weekly Newsletter

Deadline: Monday noon the week prior to the issue date

Contact: Elizabeth Gonzalez

Email: egonzalez@fumcr.com

Phone: 972.996.0137

Distribution: The first and third weeks of each month. Also an additional issue in months with five weeks.

Mailed on Tuesday

Available online at www.fumcr.com

Email distribution available for up to two email addresses

Web site: www.fumcr.com

Deadline: ongoing

Contact: Minister or FUMCR Staff Person in charge of the event

Bulletin Announcements & Inserts

Deadline: Monday noon prior to the Sunday

Contact: Mary Collins at mcollins@fumcr.com

Insert reservations must be made in advance through gscott@fumcr.com

Sunday School Packets

Deadline: Wednesday at noon of the week you want the information distributed

Quantity: 35 copies of the information you want distributed

(Committee member is responsible to provide the copies you want included)

Contact: Jennifer Rawlinson at jrawlinson@fumcr.com

FUMCR Campus Banners & Posters

Please note that committee member must reserve space for the banners and posters

Contact: Gloria Scott at gscott@fumcr.com

Outside Campus -- Banners

Two – on West and East sides of the FUMCR campus

- Facing Central Expressway
- Facing Custer
- Size Requirement: 4 feet by 8 feet

Porte-cochere on the South side of the FUMCR campus

- Size Requirement: 12 feet long by 28 inches wide

Inside Facility – Posters

Size Requirement: 11 inches by 17 inches

Committee members are responsible for putting up and taking down the posters the day after the event

Welcome Desk Information on Sundays

Sign-ups:

Assign a person(s) from your committee to the Welcome Center to manage the sign-up, answer questions and provide information

Sell Tickets or Fundraise:

Contact: Debra Hobbs Mason at dhobbsmason@fumcr.com

Advertising in the Community

Assistance with the coordination of advertising in the community can be achieved by contacting Gloria Scott at gscott@fumcr.com.

Photographs from Events/Activities

We encourage you to take photos at your events and provide them to the church staff. We may use your photos in the First Connection newsletter, during worship or in other ways.

Send to: Mary Collins mcollins@fumcr.com and Elizabeth Gonzalez egonzalez@fumcr.com please.