



Holding a Event?

Your first step is to request the space you need in the building or to get on the church calendar.

Calendar Requests/Events/Room Use – [brightonfumc.org/contact-us/building-use-forms](https://www.brightonfumc.org/contact-us/building-use-forms)

“Room Use Request Forms” are available on our website under the “Forms” menu option at www.brightonfumc.org (or above link). Submit at least two full weeks prior to event. You can check the Online Calendar (under the News tab) to see if the date you want is available.

• Zoom Requests—<https://www.brightonfumc.org/contact-us/zoom-request/>

“Zoom Meeting Request Forms” are available on our website under the “Forms” menu option at www.brightonfumc.org (or above link). Submit at least two full weeks prior to event.

Publicize Your Event, Project, etc.

Do you already have your room reserved? The **Room Use Request Form** walks you through the steps to publicize your event (time, date, description, etc.)

If you don't need to reserve a room, follow the steps below or use the Communications Request Form.

- Write up the details you want communicated, including dates, deadlines, description, contact person and their preferred contact information. Send this to **office@brightonfumc.org** (this goes to Suzanne, Karen and Wendy, who each need the information for their various roles). Be sure to name which communication methods you want (please note the deadlines listed):
- **Connection Cards** (Digital/Printed) – the 15th of the month prior to the publication month.
- **Announcement Slides** - two weeks minimum
- **Bulletin** - two-three weeks minimum
- **Website** - two weeks minimum
- **E-news** - two weeks minimum
- **Pulpit Announcement** - two weeks minimum
- **Outdoor Digital Sign** - two weeks minimum
- **Posters, Flyers** - two-three weeks minimum
- **Mission Area Bin** - two-three weeks minimum
- **Welcome Bag Flyer** - two-three weeks minimum
- **Other Promotional Ideas** - try us, we'd love to hear your ideas

Photos

We love to share photos of what you're doing with the church, its missions and small groups. Please send current photos of events and small groups as soon as possible after the event to office@brightonfumc.org.

Questions? Call the office at 810-229-8909 or email office@brightonfumc.org