

The staff fully support the wonderful ministries of FCC Southington, and are pleased to be able to assist all our boards, committees and small groups in whatever ways are most helpful. With that in mind, we wanted to offer a few guidelines that will allow us to best serve you. Please review the sections below that correspond to the services your group/committee may need.

Scheduling Events/Meetings (Reserving space)

This is one of our most challenging areas. We try to meet everyone's wishes/needs as far as room assignments are concerned, but this can be difficult in a church as active as ours. Please call 860-628-6958, [email](mailto:happenings@fccsouthington.org), or leave a note in the church office as early as possible to reserve space for your event. If your event will require promotion (see below), please email happenings@fccsouthington.org.

Promoting Events

If your group needs to have an event promoted (bulletins, newsletters, website, newspaper, flyers, etc.) we recommend emailing happenings@fccsouthington.org 6 weeks in advance, especially if newspaper promotion is being requested. Promotion for events normally begins 1 month prior to the event (although a "Save the Date" may occur earlier.) If the lead time is less than a month, we will promote your event at the next available opportunity. The deadline for the weekly e-news, the bulletin insert, and the website is **Tuesday at 9:00 a.m.** The deadline for the FaithWorks newsletter is generally the 15th of the month prior, although reminder emails are sent out with more specific details. If your group is not already included in this reminder, please email happenings@fccsouthington.org with the email address you would like to add.

Printing

In order for us to complete your **large print jobs** on time (bulk mailings, tickets, programs, etc.), please **contact the office at least two weeks** in advance with the details about the print job so that we can plan the pick-up date (this will depend on the printing schedule already planned) and the date by which we will need the final copy. If your group is providing the copy, please plan to submit the **final copy at least one week** in advance of the print date so that we can run a proof and make any necessary adjustments. If you need us to do the design work, please provide the details **at least two weeks** in advance.

Smaller jobs should be submitted at least one week in advance of the desired pick-up date.

Selling Tickets/Sign-up Sheets

If your group will be selling tickets online (PayPal), we recommend emailing happenings@fccsouthington.org at least **6 weeks in advance** with the details of the event so that ticket sales can begin one month prior to the event. If tickets for your event will be sold in the church office and you need to have them printed in the church office, please see the "Printing" section above. If your group will be providing the printed tickets, please contact the church office Monday-Friday between 9 a.m. - 1 p.m.

On-Screen Media or Use of Projection System

If your group would like to display a video or slideshow during worship, or needs to use one of our projection systems (Peace Cafe, meetinghouse, multi-media cart), please notify the technology coordinator at tech@fccsouthington.org **at least two weeks prior** to the date you would like it displayed so that we can coordinate the details and the media transfer, or provide training for the person who will be running the system. **[Important, detailed information is available in this document.](#)**

- In most cases, the presentation length should be kept to 3 minutes or less.
- Due to software differences between the church computer and the computer/device that created the presentation, please plan to provide a sample of the presentation one full week prior to the display date so that it can be tested.
- Please plan to provide the final copy 5 days prior to the display date so that it can be incorporated into the worship slides (if needed.)
- To send us your presentation, please choose one of the following: USB/flash drive, Dropbox, Google Drive, or email (for smaller files).

For memorial services and weddings, we highly recommend coming to the church to test the presentation as early as possible so that display issues can be caught before much time has been invested in creating the project. The completed project must be received 48 hours prior to the event. **[Important, detailed information is available in this document.](#)** Please contact the technology coordinator at tech@fccsouthington.org with any questions.