

Use a REPORTER FORM to make putting together your publications easier and more complete

You don't need to be told how hard it is to get people to write for the church letter, bulletin, or whatever it is that you need to publish in the church office. Typically, you ask folks to "write up a little piece telling me what's happening in the mission's committee this

quarter" or men's ministry, or youth department, or whatever. You wait and wait; you call; you remind them and the piece finally comes in. Then you end up rewriting most of it because the person you asked to do it isn't used to having to write. When they see your corrections their feelings are hurt and they never want to write for you again. You feel like you can't win.

Reporter form for ABC Church

Thanks so much for agreeing to be a contributor to the communication ministry for our church. Please fill in the form below and return it to _____ no later than _____. We will take your basic information, write it up and use it in whatever of the following formats we are able to: the bulletin, newsletter, web site and other mailers or PR pieces. Please call _____ if you have questions.

Name of event _____ Date _____

Sponsored by: department of church or person _____

Person in charge and phone number _____

Location of event _____

If not at the church, please give directions and a name and phone number for the location _____

Time (be sure to include start and ending) _____

Cost _____

Child care? Cost and location _____

Who is it for? Age group, church, visitors etc. _____

Describe the activity:

What will the person attending get out of it?

Why should people attend?

Any other information we need to know:

Thanks so much for taking time to do this. Now our job will be to publicize the event; your job is do all you can to make it an event the Lord will be proud of and to pray for the leaders and people attending.

Blessings!

The Communications Department at ABC Church

Reporter forms are the solution! Instead of asking people to write the pieces themselves, just ask them to fill out the form. It takes them less time and you can easily write it up what you need. You can list the person who provided the information in the publication as a "Contributor" and nobody's feelings are hurt.

Additional benefits: if they don't have time to fill out the form, it's very easy to use the form, call, and interview them. Also, you can keep the completed forms by the phone in the church office and if someone calls and has a question you have all the information right there.

The Lord calls us to work in peace and joy as we serve him. This form may help accomplish that goal.

Sample reporter form
Use a form like this to get in information for your ministry publications and it will make your job easier than having to rewrite the typical pieces that are turned in. Modify the form any way you want to make it useful to you and your people.