

Guidelines about Fliers

Bulletin Inserts and Distribution at Sanctuary Doors

The purposes of these guidelines:

- 1) To give ministry leaders an outline of the procedures for fliers.
- 2) To help monitor fliers which are distributed at Grace to ensure appropriate content.
- 3) To manage the number of fliers that are inserted into the bulletin and the costs associated with them.

These are general guidelines. As such, there may be times when exceptions will be made, as determined by the Director of Administration.

APPROVAL

- 1) A copy of the flier original, with a Flier Approval Sheet attached, should be placed in Ruthie Seaburg's mailbox as soon as possible, but no later than the close of day on the Tuesday in advance of the date targeted for distribution. Late requests will not be honored.
- 2) Fliers will be approved as follows:
 - a. In general, Grace ministries will be able to place an approved flier in the bulletin and distribute flyers at the sanctuary doors.
 - b. Outside ministries will be approved only on a very limited basis and Grace ministries will be given preference whenever more than one request comes in per week.
 - c. All fliers from outside must be of a Christian ministry nature before they will be considered. Secular interests and sales will not be approved.
 - d. Flier approval will also be contingent upon:
 - i. the number of fliers already submitted by others
 - ii. the content of the flier
 - iii. the order in which fliers are received
 - iv. the frequency of the ministry's previous requests
- 3) The desire is to have no more than one flier in the bulletin per week but consideration may be given for two if circumstances warrant.
- 4) A maximum of one flier per week will be approved for distribution at the doors of the sanctuary.
- 5) Once the flier is approved, the leader will receive a call and/or e-mail from Ruthie Seaburg. The leader may then proceed with copying the flier.
- 6) Ruthie will pass the flier onto the printer company if:
 - a. the Flier Approval Sheet indicates this preference and
 - b. the flier is to be inserted in the bulletin and
 - c. the ministry has money budgeted for this (see #2 under Distribution for costs).

FLIER PRODUCTION

- 1) The original must be designed and produced by the ministry.
- 2) Fliers that are not passed onto the printer as stated in #6 above must be copied by the ministry.
 - a. If the in-house expense has been detailed at budgeting time, then Grace's office paper may be used.
 - b. If cost has not been included at budgeting time, then the leader must provide their own paper and charge the expense to their ministry budget.

DISTRIBUTION

- 1) Fliers to go in the bulletin must be "stuffed" into the bulletin by the ministry prior to the targeted weekend and not left for the Ushers to put in. Bulletins are not available for "stuffing" until Friday afternoon at the earliest. Please contact Ruthie Seaburg to coordinate the timing of this.
- 2) If ministries choose to have our outside printer company produce and/or "stuff" the fliers into the bulletin, the following costs should be included in the ministry's budget.
 - a. Half sheet fliers – black ink (quantity -1650 as of 5/07):
 - i. Production of fliers only –
 1. one sided - \$40
 2. two sided - \$55
 - ii. Stuffing only - by hand (flier produced by ministry and delivered to Ruthie by Thursday prior to date needed) - \$110
 - iii. Printing and stuffing
 1. one sided - \$140
 2. two sided \$155

b. Full sheet fliers – black ink (quantity -1650 as of 5/07)

i. Production of fliers only –

- 1. one sided - \$40
- 2. two sided - \$55

ii. Stuffing only - by machine (flier produced by ministry and delivered to Ruthie by Thursday prior to date needed) - \$ 100

iii. Printing and stuffing

- 1. one sided - \$ 90
- 2. two sided \$115

3) Fliers to be handed out at the doors must be handed out by the ministry or volunteers that the ministry recruits. Ushers should not be asked to distribute fliers.

Flier Approval Sheet

Today's Date: _____ Ministry: _____

Leader's name: _____

Phone: (h) _____ (w) _____ E-mail: _____

Distribution method:

- Flier will be inserted in bulletin
- Ministry will copy and "stuff" into bulletin
- Please give flier to printer to copy and "stuff" (this must be included in your ministry's budget)
- Flier will be distributed at sanctuary doors by ministry
- Flier will be used in the following way _____

Date for distribution: _____

Approved by: _____ Date: _____
Guest Services notified: _____

Flier Approval Sheet

Today's Date: _____ Ministry: _____

Leader's name: _____

Phone: (h) _____ (w) _____ E-mail: _____

Distribution method:

- Flier will be inserted in bulletin
- Ministry will copy and "stuff" into bulletin
- Please give flier to printer to copy and "stuff" (this must be included in your ministry's budget)
- Flier will be distributed at sanctuary doors by ministry
- Flier will be used in the following way _____

Date for distribution: _____

Approved by: _____ Date: _____
Guest Services notified: _____