

2009 Annual Conference Media Guidelines & Due Dates

Purpose

To be able to adequately support the variety of media needs for worship experiences, special presentations and group reports the following due dates will be observed.

Dates

April 1

- Supported Presentations – deadline for contacting Communications for assistance in developing necessary support for all print and electronic media
- Self-generated Presentations – deadline for contacting Communications with a description of the scope and format of the project
- Special requests – deadline for submitting all special requests to Communications, including requests for photography, videotaping, providing news coverage and print/graphics needs

May 15

- Final date for completion of all supported presentation and/or submission of self-generated presentations...**EVERYTHING THAT IS TO BE DISPLAYED, PROJECTED AND/OR SENT THROUGH THE SOUND SYSTEM MUST BE SUBMITTED TO COMMUNICATIONS**

Format Guidelines

Format guidelines will be distributed at the time Communications is contacted – on or before April 1. In addition to enhancing presentation quality the guidelines will ensure that necessary equipment and supplies are in place at the Annual Conference session.

Dr. Arthur McClanahan
Director of Communications
974.8906 / amcclanahan@iaumc.org