

Communications Production Schedule

DAILY

- Monitor Events page on GCCwired.com to make sure it's up to date.

WEEKLY

Monday

Receive promotions report in EventU by noon.

- Scan list of all new events that need to be promoted for the week. Create Events for the Events page of GCCwired.com.
- Email a copy of all new events w/ details to Andy Hosier for any F1 button registrations assistance. (CC: Shelley Arredondo, Jami Ruth.) *Any new groups or group events to be promoted CC: Mark Waltz and Julie Smies.*

GCCwired.com Community Update:

- Receive and assemble main article by noon (in the case that articles will be returned later, Communications Coordinator must be notified).
- Gather information pertaining to the week's events/groups to be promoted.
- Insert information in Dreamweaver as available. Send out link for proofing on Monday, if story is complete.

Bulletin:

- Receive promotion requests by noon. Requests must be accepted by EventU.
- Write and update announcements for coming weekend's bulletin (copy also used in GCCwired.com Community Update and website). (Update copy in Quark file received from Ludwick.)
- Send .pdf draft to Bulletin Proofing team by mid-afternoon. (Edits returned to volunteer bulletin coordinator by 9 a.m. Tuesday.)

Miscellaneous:

- Check proofing and formatting on Discussion Guides and upload to Web.
- Email Dustin Maust with a list of what Powerpoint slides to prepare for the coming weekend.
- Extract Bible Readings from Granger Notes and format. Upload to Web on After Words Page.
- Browse classifieds on GCCwired.com to check for anything inappropriate.
- Update Promotions spreadsheet in shared drive with Enews topic.

Tuesday

Bulletin:

- Complete any edits from the proofing team. Send Quark file and .pdf file to Ludwick by end of day. Request a final .pdf from them by Wed. a.m. to give final approval.

GCCwired.com Community Update:

- Information inserted and first set of edits done.

Wednesday

Bulletin:

- Review final .pdf from the printer (get approval from Communications Specialist.)
- Once final approval is given, save a copy of the final .pdf in our shared drive.
- Upload Bulletin .pdf to the Portal Page on GCCwired.com.

GCCwired.com Community Update:

- Complete any final edits and send link to Communications Specialist for approval.
- Update and schedule any Events for the Events page (created on Monday) that are complete and needed for linking in Enews.
- Create a new newsletter in Constant Contact. Copy and past the newsletter's html from Dreamweaver into Constant Contact.
- Receive updated Email list from Andy Hosier from F1 (A8000). Import into Constant Contact.
- Export additional report from F1 – P6000E, and import into Constant Contact.
- Schedule and send enews.
- Email a copy of the bulletin and a link to the enews to: Andy Hosier, Shelley Arredondo, Mark Waltz, Julie Smies, and any other ministry leaders who have new announcements in the bulletin.

Thursday

General

- Check media for coverage.
- Update News page on GCCwired.com with any new, appropriate articles in .pdf form.

WiredChurches.com Update:

- Copy and photos assembled for current week's enews.
- Draft sent to Communications Specialist for first review and overall check.
- Approval and sent through proofing team for final edits.
- Set up Featured Resources in WiredChurches.com to match the Featured Resource in WiredChurches.com Update.

Friday

WiredChurches.com Update:

- Edits applied as recommended by proofing team and completed.
- Updated list of Email addresses exported from Miva and imported into Constant Contact.
- Create a new newsletter in Constant Contact. Copy and past the newsletter's html from Dreamweaver into Constant Contact. Schedule and send Enews.

Granger Notes:

- Sent to secretary for formatting by noon.
- Sent to Communications Coordinator for proofing, quality control and layout check.
- Secretary makes multiple copies (or sends to company to duplicate).
- Once proofed and printing, secretary sends final Publisher file to Communications Coordinator.
- File saved as .pdf and uploaded to Portal Page. (Copy also sent to dlvoos@aol.com for adding to Message CD Set)

Cover phones from 2-5 in secretary's absence.

Review power point slides from the team – check for any typos etc.

MONTHLY

- Series promotions– develop graphics, upload and package for resale on WiredChurches.com.
- Format message downloads from series and upload and package in Miva for WiredChurches.com.
- Delete old stories in the admin panels of WiredChurches.com and GCCwired.com
- In FTP sites, delete old bulletins, granger notes, Bible readings, web links and photos.

QUARTERLY

- Update Contact Us sheet.
- Update Communications Manual and process documentation.
- Confirm all active Email and voicemail accounts.
- Writers/proofers gathering for Enews ladder planning.
- Meet/touch base with the Transcribing Team.