

Communications / Production Lead Times

Below are the general lead times needed on communications and production requests. Please note that these are minimum estimates and that your project might require more lead time depending on the complexity.

Minimum lead time on all requests: 2 weeks *
Platform announcement: 4 weeks **
Pre-service slide: 2 weeks
Handout, brochure, flyer, or printed piece: 3 weeks ***
Social media mention: 2 weeks
Website events page and/or church calendar: 2 weeks
Website page update: 2 weeks
Custom web page: 4 weeks
Logo / branding: 4 weeks
Video Promotion is not part of the Communication Department's mandate. Please contact the Media department directly.

* Our workweek is typically Tuesday to Friday, part-time hours.

** Note that all service elements are subject to approval by the service design team.

*** As a general rule, we do not hand out printed pieces at Weekend Services unless they are a next-step from a message. Best practice is to think of print as your last resort, or as an invitation that you/your team hand out or deliver.