

Bluffton Presbyterian Church
Electronic Sign Policy for Community Public Service Announcements
Approved by Session June 10, 2021

Purpose: to increase our church's visibility in the community by promoting church activities and programs, and to expand our ministry to and with the community by displaying public service announcements submitted by eligible organizations.

Definitions:

Public service announcements (PSAs) have the purpose of informing the public about events or activities involving community service or non-profit organizations.

Eligible Organization would be a non-profit organization or a public organization such as a school, social service agency, or governmental agency. Preference is given to organizations located in Bluffton or organizations holding a community event in the immediate vicinity.

Approval: Communications Coordinator, Pastor, or members of Session (as needed) will be part of the process to approve community PSAs.

PROCEDURES

1. Organization representative must complete an application (available on church website and in church office), including preferred display dates, event/program information and any graphics to be displayed.
2. Application should be submitted to the Communications Coordinator at least two weeks prior to the preferred start date.
3. Content must be informative, courteous, accurate, fair, and not defamatory.
4. Content CANNOT be personal announcements, classified ads, or anything that promotes partisan politics.
5. If photos of individual(s) are provided, the applicant will be required to provide proof of permission to use.
6. PSAs may include name of event/program, date, time, location, name of the sponsoring organization, name of benefactor (if applicable), and contact information.
7. Final design of the PSA is at the discretion of BPC.
8. No announcement may be expected to be shown for more than two weeks.
9. PSAs will be scheduled on a rotation; there is no guarantee as to the number of views.

Bluffton Presbyterian Church
Electronic Sign Message Request Form
Approved by Session 2021-6-10

Complete this form (or send the requested information) to sign@blufftonpc.org.

Name of organization: _____ Your name: _____

Role in organization: _____ Email Address: _____

Phone Number: _____ Phone type (cell/office): _____

Population served by organization: _____

Text of the proposed message: _____

Is there an image to be included? Y N

If so, include proposed image in 3:2 size as a .jpg attachment. Image provided:

What is your preferred time frame for displaying this message? (no more than 2 weeks)

I declare that my organization is solely responsible for the content of this message, including wording, graphics, and copyright permissions.

Name (printed): _____

Name (signature): _____ Date: _____

BPC Office Use Only

Approved by Church Representative _____ Role _____

Signature _____ Date _____

Date reviewed _____ Date contacted with questions _____

Approved? Y / N _____ Date _____