

Bulletin Announcement Samples

(For use in Church/Parish Bulletins to Announce the Upcoming Directory Program)

These announcements are created to be a menu of possibilities for the directory committee to use. Of course, each committee may choose to create their own announcements, or perhaps modify some of these announcements to fit their church/parish's particular needs. At any rate, the first announcement in this list may be very useful if more volunteer help is needed.

PRIOR TO SIGN-UPS (Verbal or in bulletin)

1. **EXCITING NEWS!** Our church/parish leadership (or put pastor's name here) has determined it is time for our new pictorial church directory. Our date(s) for photography will be: _____. We need volunteers to help with the sign-up process for our families. Please contact: _____ **this week** to volunteer to be a part of this project.
2. **CHURCH DIRECTORY UPDATE.** Our church/parish has selected Universal Church Directories to help us with our new church directory. Universal is widely known for top quality directories and photography. They will correct any glass glare (if you wear glasses). Their photographer will take pictures and you will view your proofs electronically immediately following your photography.
3. **REMINDER FOR ONLINE.** When you choose to schedule your photography appointment online, simply go to the Universal website, www.ucdir.com, click on the yellow sunburst icon, enter _____ in the Church Code field and enter _____ in the Church Password field. Follow the prompts to schedule your family's appointment time.

DURING SIGN-UPS (Verbal or in bulletin)

4. **CHURCH DIRECTORY UPDATE.** Our scheduling process has begun. Today, next Sunday and the following Sunday, you can schedule your family for their portrait time. We will have volunteers eager to help you before and after church service. Remember, this is a terrific opportunity for a professional portrait in the comfort of our own church. Schedule your family soon!
5. **CHURCH DIRECTORY UPDATE.** How long has it been since your family was professionally photographed? Plan now and you will have a portrait to be proud of. The photographer recommends wearing bright colors as the most photogenic (and he also suggests avoiding prints and plaids). Skim through the sample directory at the appointment table to see how other families coordinated their outfits.

6. **CHURCH DIRECTORY UPDATE.** Appointments are being scheduled now. (put when and where here). Please do your part and schedule an appointment. Our committee is working hard on this project. We want a directory to be proud of. Look at sample directories at the appointment table. We would like to get 100% participation!
7. **CHURCH DIRECTORY UPDATE.** When was the last time you had a professional family portrait? Please don't let this opportunity pass you by. It just doesn't get any easier than in the comfort of your own church. Schedule an appointment and take advantage of this terrific opportunity.

ADD ON TO ANY COMMUNICATON (At anytime before photography)

8. **CHURCH DIRECTORY INFO.** Only one short trip to the church will assure that you (or your family) will be a part of our pictorial directory. The whole process takes 45 minutes to one hour. Each family photographed receives a complimentary 8 x 10 portrait to be sent postage free to their home. Plus, they receive a complimentary directory.
9. **OPPORTUNITY TO PURCHASE PORTRAITS.** This is a time that you would be able to get the entire family together. Able to view and purchase your portraits at your photo session.
10. **CHURCH DIRECTORY INFO.** Our new directory will help us all get to know one another better. The directory will also be a wonderful gift for new members, helping them to get to know their new church/parish family quickly. Directories become treasured keepsakes, capturing this present time in our church's history, and in our families lives. So, please, do your small part in this project and participate!
11. **CHURCH DIRECTORY INFO.** There are some terrific advantages to participating in our directory program. You will receive a complimentary directory and complimentary 8 x 10 sent postage free to your home. No hidden costs, no sales pressure, and no sitting fees, with just one trip to the church. We will then have a fabulous tool for contacting one another (and recognizing one another)!

LAST DAY OF SIGN-UPS (Add on to any communication)

12. **CHURCH DIRECTORY NEWS.** Last chance to schedule an appointment for the directory is today! If you haven't taken the time before now, please do so today. We (or put the pastor's name here) deeply desire(s) 100% participation for the best possible directory.