

New Announcement Submission Protocol – Effective November 20, 2025



Dear Ministry Leaders,

We have a new streamlined way of getting everyone's announcements out to the community! The production team is excited to introduce a simplified and organized process for submitting ministry announcements. This change will help us ensure timely communication and professional presentation across all platforms.

Key Updates !

Starting November 24, 2025, announcements can be submitted through our new JotForm link: <https://form.jotform.com/253223904000138>

A direct link to this form will also be available on the church website for your convenience.

Submission Guidelines:

ANNOUNCEMENTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE DATE YOU WANT THEM ANNOUNCED !

Promotional Materials Required!

Every event must include promotional material (preferably a flyer; **video is optional***).

Please ensure you have a flyer that is designed in presentation size (16:9) for optimal screen display. (This may require creating two flyer designs. If a flyer needs to be formatted for a video announcement, please contact rquan@woodcrestunlimited.com. A version will be created for you in accordance with the approved church brand guidelines at **no cost**)

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** If your promotional material is a video:*

Once your submission is received, Brother Tyler will email you directly to confirm whether the video can be included. He will also inform you of:

- *How many Sundays the video will play (maximum of 2 Sundays)*
- *When the video will transition into a voice-over script for subsequent announcements.*
- *Video cannot go over 1:01 (1 min and 1 Sec)*

Distribution Options:

You can request your announcement to be shared via:

- **Video Announcement (up to 4 Sundays per month)**
- **Social Media**
- **Email Blast**

Uploads:

Flyers and videos can be uploaded directly through the JotForm.

Transition Plan:

All announcements submitted on or before November 19, 2025 will be announced this upcoming Sunday and continue until the event date.

Starting **November 20, 2025**, announcements will be accepted through the JotForm link and the church website.

For those who may have difficulty using the JotForm:

You can still submit your announcements by emailing bbccpinfo@gmail.com. However, please note:

Email submissions will typically be processed on the following Sunday after your submission date.

They may not be scheduled for the exact Sundays you requested if the announcement was not submitted at least two weeks prior.

You may not receive a confirmation of submission when using email.

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We strongly encourage using the JotForm as it helps us streamline announcements and ensure accuracy. If you need assistance with the JotForm, please reach out to rquan@woodcrestunlimited.com.

We kindly ask that all announcement submissions be sent through the authorized channels only.

Submissions sent solely to rquan@woodcrestunlimited.com or through any other form of communication are not guaranteed to be included in the announcement video.

We are happy to help—please do not hesitate to ask for support.