



	PASTORS	COMMUNICATIONS TEAM	LOCATION ADMIN
1 MONTH	Present series at pastors' meeting. Completed outlines due!	Upload final series artwork and send posters/invites to printer	Review series information on newlifeadmin.org
3 WEEKS	<u>Inform</u> – let your leaders and team know about the new series so they can plan ahead (e.g. worship songs, stage elements, action steps, etc.)	Publish series on website/app	Add series info to bulletin
2 WEEKS	<u>Inspire</u> – Pastor announce new series coming soon and share the why and big idea for the series	Small group questions and resources loaded into the app	Print and download all print and digital assets form New Life Admin
1 WEEK	<u>Invite</u> – hand out invites at service and encourage people to invite a friend next week	Send out social media plan and series bumper video	Send bumper video to tech team and update Facebook header for series
3 DAYS	Share a personal invite to the series on social media	Share link to website for locations and service times	Send email through Online Community to congregation with series invite
2 DAYS		Publish Bumper video on YouTube for the public	
1 DAY	Pray for the start of the new series and for all of the people who will hear the message!		