

# The Announcement Process

January 2018

## 1. Consultation

- a. Who You Are (Reverent Church Evaluation)
- b. Who We Are
- c. Media Goals, Equipment Evaluation & Acquisition

## 2. Sign-up

- a. Payment
- b. Point of Contact
- c. Online Accounts/Passwords

## 3. Content Creation

- a. Logos, Graphics
- b. FCPX Library
- c. Audio Project Files

## 4. Production (Tuesday)

- a. Video/Audio Capture
- b. Upload to Google Drive
- c. Announcement Information via Online Form

## 5. Post-Production

- a. First Draft
- b. Internal Revisions/Approval
- c. Export/Upload

## 6. Distribution

- a. Upload
- b. Posting

## 7. Wrap

- a. Archive Footage
- b. Feedback for Production
- c. Saving Library

## 8. Repeat 4-7 Weekly