

Policy on Indoor Flyers/Posters/Handbills

(approved by Communication Committee January 2016)

Event sponsors and ministry leaders should use the available CCPC communication avenues whenever possible: the web site, Two Weeks@CCPC, Midweek Update, the Beacon, Connect e-mail groups, video message boards, etc. (or CCA or CCP avenues as appropriate.)

1. All flyers/posters/handbills ("flyers") must be in good taste--in design, quantity, timeliness and placement. The Communications Director is the "go to" person for questions about good taste.
2. In general, it is preferred that flyers be posted on ministry bulletin boards rather than taped to walls.
3. Flyers may not be posted on the inside or outside of entrance doors to any building on the CCPC campus. An exception to this rule is in the event of a last minute room change or an emergency situation.
4. Flyers may not be posted in any worship space, or in any area adjacent to a worship space. These spaces are intended to help people prepare for worship. This includes the entire Chapel building, the Sanctuary, the North Entry (the lobby north of the Sanctuary, nearest the Church Office building,) the Narthex (the lobby east of the Sanctuary, closest to Sunbury Road,) and the Tower Entrance (the lobby south of the Sanctuary, with entrance from the main building). The Tower Entrance includes the TV-viewing area where people watch worship services on Sunday mornings, going from the column by the stairs leading to the A/V room to the tower entrance doors.
The PW bulletin board adjacent to the TV-viewing area is exempted from this, as it is a ministry bulletin board.
5. Flyers may not be posted more than 2 weeks before the event, and must be removed promptly after the event.

In lieu of a more comprehensive indoor signage policy in the future, the Communications Committee adopts this as an immediate policy.