

The Christmas Service Times & Holiday Office Hours Publication Checklist

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CHRISTMAS SERVICE TIMES

It is best to post early and post often about your Christmas Services and Events. Hit all of the following areas with a complete list of your Christmas Services and Events this year! I would start December 1st or earlier!

- Facebook on "About" Page
- Google My Business under "Special Hours"
- Instagram as a Post
- Instagram Bio
- Twitter Bio
- Website Home Page
- Website Service Times Page
- Email Blast
- Email Forwarders
- Telephone Tree/Voicemail

HOLIDAY OFFICE HOURS

It is important to communicate that you will be away from the office or if your office is closed to help manage expectations. Post 2 weeks out from Christmas, on or before December 11th.

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