

# **MEDIA, INFO AND TECH DEPT. REPORT (MARCH)**

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## GENERAL OVERVIEW

During the month of March, the Media, Technical, and Information Department played a crucial role in the successful celebration of the commission's 5th-year anniversary. The department undertook various tasks and activities to ensure a memorable and engaging experience for the commission and its members.

**Anniversary Activities:** The department actively participated in organizing and covering the anniversary week activities. These included Movie Night, Commission and World Intercession Day, Recreational Activities, Orphanage Visitations, and the Thanksgiving Service.

**Event Coverage:** The department took responsibility for capturing video and picture coverage of all the anniversary events. Their efforts aimed to document the memorable moments and create a visual and audio record of the celebrations.

**Fundraising:** The department proactively raised funds for the equipment to be rented, both from its members and with the support of the Finance Department. This collaborative effort helped finance the tasks executed during the various activities and initiatives during the anniversary week.

**Awareness Videos:** To generate public interest and engagement, the department created awareness videos for social media consumption. These videos featured commission members expressing their well wishes and congratulations on the commission's 5th-year anniversary. After effects animations were utilized to enhance the visual appeal and impact of these videos.

**Decorations and Arrangements:** While no additional decorations were mentioned, the department ensured that the venues for the anniversary events were appropriately set up and prepared to create a festive atmosphere.

**Live Streaming and Highlights:** The department successfully engaged in live streaming on social media platforms and shared post-event highlights to allow broader participation and viewership of the anniversary activities. The rental of

cameras and other equipment enabled them to provide extensive coverage, particularly for the Thanksgiving Service and Recreational Activities.

**Routine Service Posts:** The department continued with its routine duties by sharing Rhema and Epoikodomeo Service flyers on WhatsApp and Instagram. This consistent communication helped keep the commission members informed and engaged with the regular services.

**Technical Upgrades:** No significant technical upgrades or changes were implemented during March.

**Commission's Daily Quotes:** There were no special projects or tasks related to the commission's daily quotes during this period.

**Fiber Broadband Renewal:** The department renewed the Vodafone Fiber Broadband service as part of their standard operations. However, due to the increased demand for internet data during the anniversary week, additional purchases were made to ensure uninterrupted coverage and streaming.

Overall, the Media, Technical, and Information Department showcased their dedication and creativity in executing the anniversary activities, capturing memorable moments, and maintaining effective communication with the commission's community.

## **PROJECT(S)**

No projects were embarked on in the month of March

## **ASSIGNMENTS**

Not applicable.

## **TIMELINES FOR PROJECTS**

Not applicable.

## **STRATEGIES FOR EXECUTION OF PROJECTS**

Not applicable.

## PROGRESS REPORT

**Successful Anniversary Celebrations:** The media, technical, and information department played a pivotal role in organizing and executing the commission's 5th-year anniversary celebrations throughout March. The department contributed to the overall success of the event by actively engaging in various tasks and activities.

**Comprehensive Event Coverage:** The department provided extensive video and picture coverage for all the anniversary activities, ensuring that the significant moments and highlights were captured and preserved for future reference and sharing.

**Fundraising Efforts:** In their continued commitment to supporting the anniversary celebrations, the department actively raised funds from its members and received support from the Finance Department. These funds contributed to the financing of the various anniversary activities and events.

**Awareness Videos:** The department created awareness videos specifically for social media consumption, effectively publicizing the 5th-year anniversary of the commission. These videos featured church members expressing their well wishes and congratulations to the commission, accompanied by captivating after-effects animations.

**Live Streaming and Post-Event Highlights:** The department engaged in live streaming on the commission's social media platforms during the anniversary events. They rented cameras and other necessary equipment to ensure comprehensive coverage of the events, particularly the Thanksgiving Service and Recreational Activities. Additionally, they produced post-event highlights to recap and share the memorable moments with the wider audience.

**Routine Responsibilities:** Alongside the anniversary activities, the department diligently carried out their routine duties, including the timely creation and

distribution of Rhema and Epoikodomeo Service flyers on WhatsApp and Instagram. These routine posts ensured consistent communication and engagement with the church members.

**Additional Internet Data Allocation:** In order to accommodate the increased demand for internet usage during the anniversary week, the department made additional purchases of internet data to supplement the standard renewal of the Vodafone Fiber Broadband subscription.

**SOCIAL MEDIA STATISTICS (MARCH)**

| FACEBOOK           | INSTAGRAM           | YOUTUBE               | TWITTER              |
|--------------------|---------------------|-----------------------|----------------------|
| Reach: 7,492       | Reach: 2,700        | Subscribers: 393      | Followers: 31        |
| New Likes: 12      | Profile Visits: 334 | Watch Time:<br>245.4  | Impressions: 10.1K   |
| Page Visit: 297    | Followers: 1,340    | Impressions:<br>7,492 | Engagement:<br>3.30% |
| Page Likes:<br>564 | Impressions: 16,407 | Video Views:<br>2248  | Profile Visits: 243  |
| Followers: 893     | Interactions: 1,258 |                       |                      |
|                    | Engagement: 319     |                       |                      |

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## **FINANCIAL STATEMENT OF THE DEPARTMENT**

Indicate budget for the month, income (source and amounts) and expenditure (purchases and amounts). Provide a summary and provide tables, figures, charts, etc. if available in appendices

## **WELFARE OF THE DEPARTMENT**

Every member of the department was in good health throughout the month of March.



## APPENDICES

### APPENDIX A

#### MEDIA, TECHNICAL AND INFORMATION DEPARTMENT FINANCIAL STATEMENT (MARCH 2023)

| INCOME                             |     | GHC               |
|------------------------------------|-----|-------------------|
| Finance Department                 |     | 710               |
| Contribution                       |     | 270               |
|                                    |     | <b>1,030.00</b>   |
| EXPENDITURE                        |     | GHC               |
| Fiber Broadband Internet for MARCH | 300 |                   |
| Microphone Rental                  | 50  |                   |
| Anniversary cost                   | 680 |                   |
|                                    |     | <b>(1,030.00)</b> |
| Surplus of income over expenditure |     | <b>0</b>          |