

Submission Guidelines for the weekly News from The Redeemer

- Deadline for submissions for the upcoming Sunday is Thursday at 10am and submitted using the online form at: www.TheRedeemer.org/the_news.
- Listings should be short and succinct. Who, What, Where and When is probably sufficient. Please avoid quantifiers like: “All will enjoy this activity, etc.” If necessary, provide more information for the website and the listing will direct people to go there for more information.
- If photos are submitted, please email them separately as “attachments” to emails NOT in the body of the email or in the body of a document.
- The News will reflect current happenings (what do we want them to know and do that Sunday).
- One panel will be reserved to provide “More Details” for events such as: Christmas Bazaar, Holy Cross Monastery Retreat, etc. More information should drive parishioners to the website for these listings as well.
- Look at a recent issue of News from The Redeemer to get an idea for the type and size of articles that are published. Back issues are available at: www.TheRedeemer.org/the_news

The goal is to make the layout of the publication less dense and more inviting to read. Keeping in mind the reality that “people don’t read,” each listing should be three to four sentences max or bullet points.

All submissions will be subject to editing to adhere to a style.

Remember that the homepage of www.TheRedeemer.org has a News Items & Current Events section which are ideal locations to provide links to extensive information for events that require more information and online RSVP and registration and online payments. Send more extensive information for these listings to ken@theredeemer.org.