

Publications at Eliot Chapel: Guidelines for Submission

- All items must be submitted by the published deadline to be included in the publication:
 - Order of Service - Wednesday at noon
 - Order of Service insert requests – Wednesday at noon
 - “This Week at Eliot” Weekly Email - Thursday at noon
 - Newsletter - 15th of the month unless otherwise noted
- Text for announcements and/or articles must be submitted in final form, along with requested publishing date and publication.
- Submitted articles and announcements must follow these guidelines:
 - Newsletter articles: no longer than 250 words
 - Order of service announcements: no longer than 45 words
 - “This Week at Eliot” announcements: no longer than 125 words
 - *Exceptions*: special event announcements may exceed these limits if space allows. Requests for exceptions will be handled individually.
- All submitted items are subject to editing by Eliot Chapel staff.
- Please note that any item that appears in the Eliot newsletter and “This Week at Eliot” will be posted on the Eliot Chapel website and a link will be available on social media. In order to ensure congregant safety and safeguard personal contact information, we will not publish personal phone numbers or email addresses online. In most cases, an Eliot Chapel email address can be provided as an alias. Please contact Communications Specialist Debby Lovell (news@eliotchapel.org) to make arrangements.