

News Article Submission Form

Please use the following form to submit news to our newsletter, bulletin, facebook or website, and morning worship slideshows. *Please note that content may be edited or excluded by the communication/church staff.*

This form and attachments **MUST BE SUBMITTED**

FOR NEWSLETTER-TUESDAY MORNING. Newsletter is sent out on Wednesday mornings.

FOR PRINT and/or SLIDESHOWS-WEDNESDAY MORNING. Bulletin and flyers are printed on Thursday.

Name of Person Submitting this Form: _____

Your Contact Email Address: _____

The Title you would like to suggest we use for your news: _____

Please enter the content you want included: _____

How many times (weeks, months) do you want this article published? _____

Which venues do you want your news published in?

_____ Newsletter _____ facebook _____ Bulletin _____ Slideshow _____ Flyers _____ All

Do you have an image you would like to upload with your submission? (please attach as a .JPEG file)

_____ Yes _____ No

If no, do you want the communication staff to find an image or logo for your article?

Please describe: _____

Do you have a PDF form to share? _____ Yes _____ No

If you have a PDF file that you want linked to your submission, please attach to the email.

Do you need a form created for your content? Please describe: _____
