

GUIDELINES FOR SUBMITTING BULLETIN ANNOUNCEMENTS

HOW TO SUBMIT: Please submit your announcement using this Request Form. We WILL NOT accept any announcements over the telephone, so as to avoid any miscommunication of your information.

DEADLINE: To ensure that there is room in the bulletin for your announcement, we would encourage you to submit your request as far in advance of your event as possible. The deadline for submitting bulletin requests (or changes to running announcements) is Noon on Tuesday of the week your announcement will run.

INCLUSION: All requests are reviewed before publication. We reserve the right to edit your announcement for length and content, *if necessary*. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement. It is strongly requested that all announcement requests are booked on the church calendar before submission. This will cut down on any conflicting announcements. If an event is not on the church calendar – the announcement WILL NOT run.

TARGET AUDIENCE: Announcements should be directed to the entire congregation (or large subsets of the congregation). For example: Committee meetings will only be included if there is room for them. Information about these meetings can be sent by letters or phone calls – rather than church-wide announcements.

CONTACT INFO: Your announcement MUST include contact information. Please do not instruct people to call the church office for more information about your event.

BULLETIN INSERTS: As a rule – we will only include bulletin inserts for Special Emphasis events.

DURATION OF ANNOUNCEMENTS: Announcements will generally run for no longer than three weeks, and should be published three weeks in advance of your event to ensure maximum exposure to the congregation. We hope the above information will help you as you plan the advertising for your scheduled event. If you have any further questions about these guidelines – please call the church office at 724-887-7633.

BULLETIN ANNOUNCEMENT REQUEST FORM

DATES TO RUN ANNOUNCEMENT: _____

PERSON SUBMITTING REQUEST: _____

IS THE EVENT BOOKED ON THE CHURCH CALENDAR? YES ____ NO ____
(Event must be booked before submitting request)

PLEASE INCLUDE THE FOLLOWING IN YOUR ANNOUNCEMENT:

EVENT TITLE _____

TARGET GROUP _____

WHAT _____

WHEN _____

WHERE _____

TIME _____

FOR MORE INFORMATION CONTACT: (Required)

NAME: _____

PHONE: _____

E-MAIL: _____

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED. (WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT IF NECESSARY.)

