

## **Guidelines for Selected FUCSTL Publications Submission**

Publications include Order of Service inserts and announcements (Yellow-Pages), Weekly E-news, Special E-news, Website, and Facebook site.

If you need an announcement placed in any of these, please read this CAREFULLY.

**Deadlines.** All items must be submitted by the published deadline to be included in the publication:

- Order of Service insert and announcements (Yellow-pages requests) – Wednesday at noon
- Weekly E-news - Wednesday at noon
- Special E-news – Coordinate with Office Administrator
- Website/Facebook site: Coordinate with Office Administrator

**Format.** Text for announcements and/or articles must be submitted in final form, along with requested publishing date and publication. Use of spell check on all material is encouraged. Submitting your material electronically is EXPECTED to minimize re-typing.

### **General Guidelines.**

- E-news articles and Order of Service announcements: no longer than 180 words
- Website linked and Blog Articles: no longer than 450 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 FUCSTL staff.
- Event and meeting announcements should limit notice to no more than 4-5 weeks ahead of event or meeting schedules.
- If an item is to run more than one date, an alternate version must be submitted for each publishing date.
- Pictures used that include children require permission from parents.

### **Content/Editorial Guidelines**

- Commentary in our publications or linked articles maintained on our websites, such as blogs should closely align with Church Council and Board decisions; reflect our mission, vision, values, and covenant; and represent our governance and committee goals and objectives.
- To ensure congregant safety and privacy for material appearing on our website or social media sites, contact information should reference church email addresses, and not personal phone numbers or email addresses. Various committees maintain church email addresses and can be obtained from the church office staff.

### **Submit material to**

- Office Administrator ( [lhunt@firstuustlouis.org](mailto:lhunt@firstuustlouis.org) )