

How to submit candidate information

First, send your completed and signed nomination form (available on the Convention page of the website) *to the Secretary of Convention* by mail, email or fax. We have to have the form before we can proceed. (See submission instructions on the form.)

Next, please send *to the Communications office* a photo of yourself, a brief biographical sketch and a short statement of your reasons for running for office. (Be sure to tell us which office you're running for.) This information will be posted on the diocesan website and included in the Convention booklet for delegates' reference. Please note the 2014 deadlines for submitting your information: Oct. 17 for the printed booklet, Nov. 24 for the website. Earlier is much better.

Please follow the directions below very carefully. And please note that we in the diocesan communication office count every word of your bio and statement, and we will edit ruthlessly if you go over. You have been warned!

Photograph

For all candidates, we need a headshot photo. It can be candid or formal, black-and-white or color, but it should show your face clearly. Because we do print the photo in the convention booklet, we need it to be high-resolution and of a reasonable size; make sure the "face" part of the photo is at least 2 inches wide at 300 dpi. If you submit your materials by email, please send your photo as an attachment. Do NOT embed the photo in a Word document, and do NOT send faxed or photocopied photos. They are unusable for both web and print.

Name and congregation

Your congregation and the city in which it is located will be listed just below your name. We do not include titles or academic degrees with your name. We do list clergy position: for example, "Rector, St. Swithin's Church, Anytown." Lay candidates are listed as, for example, "Member, St. Swithin's Church, Anytown."

Biography

You are limited to **25** words, so most people use a very compressed form — a list rather than a paragraph. Try to keep the information pertinent to the office in question. Do not restate your name or the name of your congregation in the bio. Don't abbreviate words — i.e., "years," not "yrs." Use numerals (25, not twenty-five) unless the number is under 10.

Statement

For all diocesan offices: You are limited to **70** words in your statement. You may explain your vision for the office, or your reasons for running, but stay at or below the word count or you will be edited. Please do NOT conflate the bio and statement into one; if you do, we will have to send it back and ask you to do it over.

All materials may be sent by email (preferred) to editor@ladiocese.org, or by postal mail to Janet Kawamoto, Office of Communication, Diocese of Los Angeles, 840 Echo Park Avenue, Los Angeles 90026. If you need the photo to be returned, be sure to let us know.

If you have questions, or you need assistance, call Janet at 213.482.2040, ext. 251. Thank you for your cooperation.