

St. Peter's Episcopal Church, Lewes

Communications Guidelines

In an effort to make our publications more attractive and timely, the following are guidelines for submitting articles and announcements. Please note that due to space constraints, we reserve the right to edit and/or cut down articles that have been submitted.

Due Dates

- Keys Newsletter: 15th of the month
- Sunday Bulletin/Weekly FYI: Wednesdays at Noon

Articles

- All items must be typed and sent in via email.
- **Keys Newsletter:** Articles should be no more than 300 words. Articles that are too long are not read and take up too much space. Photos should also be submitted when appropriate from events and services.
- **Sunday Bulletin/Weekly FYI:** Short, concise information should be listed only (150 words max). A paragraph is sufficient to communicate when, where, what, who, why.
- **Submissions.** One person should be identified from each committee to submit information so that emails are not flying back and forth until the final draft is determined.

Consistency

- Times should be in the following format: 4 p.m.; 4:30 p.m.
- Days and months should be spelled out. Thursday as opposed to *Thurs*.
- Dates should be listed as a number with month first followed by day: June 25 *not* June 25th.

Publishing

- Articles will be published no more than 1 month in advance of event.
- Articles will run for 2 consecutive weeks. After that, they will be cut down as space allows.
- "Save the Date" items will run for 2 weeks in the bulletin and can be listed two months prior to the event. The article will be advertised with complete information and will run for 2 weeks prior to the reservation deadline.
- Events will be listed in the weekly calendar and posted on the church's calendar on our website.

Pamphlets, Brochures, Other Literature in Parish Hall Vestibule/Church Narthex

- All items placed on the table in the Parish Hall Vestibule must related to ministries of the church (i.e. Ways to Save Energy (Green Team), etc.)
- All items to be placed in the Narthex MUST be a ministry of the Church.

Website

- Committees/Commissions are responsible for their webpage content. Please check your page periodically to ensure contact is up to date. If revisions are need, send to Lorri in the office.

Questions? If you have questions about any of the above items, please check with the office prior to placing things out for distribution or sending in for publication. Thank you in advance for your help!