

## 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 BY TUESDAY MORNING.****

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_