

ST. JOHN'S COMMUNICATION SUBMISSION DEADLINES & PROTOCOL

UPDATES TO MINISTERS IN SERVICE OR PRAYER LIST FOR PARISH EMAIL AND SUNDAY LEAFLET

1

Serving updates should be sent to India and prayer request forms submitted by **Noon on Tuesdays of that week** to be reflected in the Parish Email and Sunday Leaflet.

ADDITIONS TO PARISH EMAIL OR LEAFLET ANNOUNCEMENTS THAT DO NOT REQUIRE A GRAPHIC

2

Additions should be sent to India **1 week before it should be announced.**

(1) GRAPHIC OR FLYER FOR (1) UPCOMING EVENT OR HAPPENING

3

Event details and ideas should be sent to India **2-3 weeks PRIOR to the day you want to begin advertising.**

MULTIPLE GRAPHICS OR PRINT MEDIA NEEDED FOR AN EVENT

4

Event details and ideas should be sent to India **3-4 weeks PRIOR to the day you want to begin advertising.**

5

If you would like to have an insert in the Sunday Leaflet, **you will be responsible for designating someone to insert them.** Please notify India, Communications Associate, at least a week in advance to ensure no conflicts and for approval. **ONLY PARISH-WIDE event flyers can be inserted ONE time per event, if needed.**

6

If you would like a parish-wide text message to be sent, please notify India by noon at least two days before for approval and with wording. (up to 140 characters)