

## How to submit an announcement to the Window

**What is the Window?** **The Window** is Trinity's weekly electronic newsletter, with a "snail mail" version that is sent to those who do not have access to a computer or smartphone. The purpose of the Window is to connect with each other about matters pertaining to Trinity's ministries, outreach, worship, formation, and fellowship—all the things that go into our life together as a community of faith.

**How do I submit an announcement to be printed in The Window?** Ministry leaders and participants in Trinity ministries and programs may submit announcements to be published in The Window. Depending upon what we have already, your message may not appear immediately, but you may request time-sensitive placement. All the more reason to submit EARLY so we can put the Window together each week with the most current information on all Trinity events and opportunities!

Please email your submission to Beth at [confrancisco@trinityconcord.org](mailto:confrancisco@trinityconcord.org). Your submission can be typed out in the body of your email, or can be an attached document. Word or Google is preferred.

The goal in our communication is to be clear, colorful, concise, inviting, and with a contact person for questions or more information! Please include the following in your submission:

- **Date/s** you would like to see the announcement published (these are always Saturdays)
- Please provide a **picture** (this picture should be owned by you [or used with the owner's permission]. No minors' faces can be included.
- Please provide a **title**
- Please provide the **name** of someone who can take follow-up questions

**The deadline** for submission is **Thursday at noon** for the following Saturday.

However, far in advance is encouraged and very much appreciated! Please be sure to indicate what date you would like to see your announcement appear and we will do our best to honor those requests whenever possible.

Please remember that **The Window** is for matters that pertain to Trinity. For information about community events and other Trinity matters (like the Vestry Minutes) there are bulletin boards in the Link (outside the women's restroom) and a Community bulletin board (outside the church office) for various concerts, events, and help groups to advertise. **AND** keep your eyes open for a new bulletin board experience coming soon thanks to your Vestry and Passion Group 2-Beyond Sundays!

If you have questions, please don't hesitate to contact Beth, in the church office, at [confrancisco@trinityconcord.org](mailto:confrancisco@trinityconcord.org) or at 978-369-3715 x. 110