

Request for Submission – Getting the Word Out

Name of Ministry:

Title of Event/Announcement:

Date of Event/Announcement:

Time of Event/Announcement:

Contact Name:

Contact Number or Email:

Permission to Publish Contact Info? Y / N

Description of Event/Announcement (who, what, why, when, where, etc.):

Please describe the event/announcement as you want it to read in The Messenger, including correct grammar and spelling.

For *The Messenger*? Y / N

For Announcements (if room)? Y / N

Facebook Event Desired? Y / N

Photo for Messenger and/or Facebook

Must be original artwork or be on the Public Domain, JPEG, JPG, or PNG file format, and file size limit is <5mb.

Cost of event (e.g. \$10/person)?

Payment Details:

Documents to attach?

Please submit a MS Word or PDF document that can be linked to your article, if applicable.

Any Links?

Please send informational links to outside websites for users to read more about what you are advertising, if applicable.

How long to run (describe anything other than “Until the occurrence of the event”)?

Important and Helpful Information

- All items must be submitted to Erin Cook at communications@stmarksabq.org **before 5 p.m.** on Tuesdays for the *The Messenger* deadline each week.
- The paper announcements are usually just condensed material used from *The Messenger*. The announcements are created the day after *The Messenger* is sent out. Every effort is made to put all information out, but please keep in mind that there is limited space and it may not make the paper announcements.
- All submissions are subject to edits.
- No all caps-lock submissions, please.
- The less verbiage, the more likely your information will be read.
- Obscure fonts will not translate in *The Messenger*. When in doubt, use Arial font.
- All articles will run until the date of the event, unless otherwise specified. If it is an informational note, then it typically will only run one-time, so please specify if you would like something else.
- Please keep in mind that all full versions of *The Messenger* are available on the www.stmarksabq.org website for 10 weeks.
- Our Facebook page has approximately 240 followers. If an event is created for your ministry, please share it on your own Facebook wall to attract more visibility.
- Please send a new request for submission each new occurrence (for instance, if something happens monthly and you'd like for it to be advertised each time, please submit a new request each month).