Requirements for the First Things First Submissions

In an effort to make our eNews more readable and shorten the length, we have created new guidelines for submitting posts! The guidelines are as follows.

1. As usual, the deadline for submissions for the upcoming First Things First is **Wednesday prior to 10 AM.**
2. We will not be putting in any non-First Church job postings.
3. We will not be putting in any full flyers as the submission (however, we will put in a button that links to a PDF of the flyer).
4. There is a **word limit of 100 words** for the text of a submission.
5. You may insert links into the text post for more information, either by button or hyperlink in the text.
6. You may insert PDFs (accessible by buttons) for more information, a flyer, or anything else that would be helpful for the post, but **the document must be in PDF format. Any other document format will not be included in your submission.**
7. You may send **one** picture that you have the rights to use (i.e. a picture that is not subject to copyright, we suggest using the site pexels.com).
8. The submission will run for a **maximum of 2 weeks** in the eNews. These 2 weeks do not have to be consecutive.

When sending in your submission, you **must** have

- The title of the post
- The text of the post (maximum of 100 words)
- Which 2 weeks you'd like for your submission to run

When sending in your submission, you *could* have

- If you'd like, one picture
- If you'd like, PDFs (and what you'd want the title of the button that links to it to be)
- If you'd like, the links for spots in the text post (and which word(s) you'd like to be the hyperlink or what you'd want the title of the button to be)

Thank you for your patience and understanding as we try to make our eNews experience more manageable for our readers!