

Submissions to Communications (As of 01/14/2016)

Web site submissions

- Send e-mail submissions to communications@sdlife.org
- Articles should be **submitted 5-7 business days prior to the expected publish date.**
- If no photo or clip art has been chosen, the web publisher may select a photo or clip art.
- Article submission:
 - Ministry leaders may draft and submit an article regarding news, events, meetings, updates or happenings, etc. including photo or clip art, if available.
 - Articles may be between 300-500 words in length and follow Associated Press (AP) Style (i.e. New York Times format.)
 - Submitted articles are subject to editing for length, grammar and style at the sole discretion of the communications director.

Life @ St. David's (weekly printed bulletin) submissions:

- Send e-mail submissions to communications@sdlife.org.
- News or "save the date" submissions need to be submitted by noon on Monday for the next publication date (i.e. Monday, 1/18 submissions are for Sunday, 1/25 Life).

*** NOTE that the deadline for Holiday weeks is subject to change. Please check with Communications in advance. During the Christmas holiday week and the summer months Life will be published bi-weekly.**

Special Inserts to the Life @ St. David's weekly printed bulletin

These are inserts that are longer than normal Life items and printed on a separate sheet of paper.

Inserts are placed inside of Life.

- Send e-mail request to communications@sdlife.org.
- Inserts are taken on a first come first serve basis with no more than **two** running on any one Sunday. In addition, inserts run for no more than two weeks.
- Communications reserves the right to decline inserts when another Ministry is hosting the specific Sunday.
- If approved, text for inserts is due by the Life issue deadline above.
- Inserts should be between 300 and 400 words. Communications has final editing privileges on all inserts.

Happenings @ St. David's (weekly e-mail) submissions:

- Send e-mail submissions to communications@sdlife.org.
- This e-mail is sent out every week is mostly taken from the previous Sunday's Life print version.
- Breaking news (for that week) may be sent by 5 pm the Friday prior to the Tuesday email (time permitting).

Weekly Sunday Verbal Announcements (made by the Vestry during services) submissions:

- Send e-mail submissions to communications@sdlife.org.
- Announcement requests should be submitted by noon on Thursdays for the following Sunday services (i.e. submit by noon on Thursday, 1/21, for announcement on Sunday, 1/24).
- Announcement requests are prioritized by those that affect the entire parish, then timeliness of an event/activity.
- Announcements will not be accepted due to failure to meet the above deadlines for Life.
- Two to three announcements per week are given to the Vestry.

No announcements will be accepted the day of the service (unless there is some sort of emergency, national tragedy, etc. that would clearly be exempt).