

2008 COMMUNICATIONS GUIDELINES

Bi-Weekly Newsletter and Email Update

Newsletter: Please keep your Ministry articles to approximately 200-250 words. These articles are due by noon every other Thursday. Please refer to the 2008 Bi-Weekly Newsletter Publication Dates. Please keep any additional articles as brief as possible for there is always a lot to get in the newsletter. Articles must be emailed. The newsletter is posted on our website under What's Going On Newsletter. 2008 Communication guidelines are listed under this tab as well.

Email Blast Updates: An email is sent to the entire congregation that we have an email address on the week that there is no newsletter. I send this out on Wednesday's so I will need any announcements by 5 PM on Tuesday. Brief Bullet Points is usually how I format the information.

Weekly Bulletin: Announcements for the bulletin will need to be emailed to Tonya Hamilton, thamilton@mcfarlinumc.org by Tuesday noon.

The Communications Department will need a 3-week turnaround time for posters, banners, brochures or any other printed material that will need to be created. Completion of projects can't be assured if a 3-week notice is not given. So, please plan a head!

Graphics and Copy: Please submit all content at once, which makes the layout job much easier. Let me know the look and feel

you desire your product to have and provide any photos or specific graphics you may have.

Other Outlets for Information used:

Faith Community Information for the Norman Transcript Religion Section: *This information is listed under McFarlin United Methodist Church every Friday in the newspaper.*

Club News Section and Lifestyles of the Norman Transcript.

Daily Oklahoman My Norman Section: *Articles can also be submitted to them.*

Posters *can be placed on the bulletin boards around the church. Please, no hand written posters. We can create one for you with enough notice.*

Website

Please check out your ministry on our website periodically for correct and updated information. Brochures or PDF files will need to be checked out as well for dates and correct names. I do look at the website on a daily basis and can make changes rather quickly. Please send any changes to thamilton@mcfarlinumc.org

I hope this helps and please let me know if you have any questions.

Tonya Hamilton
Communications Director
thamilton@mcfarlinumc.org
321-3484, extension 110

2008 Bi-Weekly Newsletter Publication Dates

January through December

Articles due by noon on Thursdays

Article Deadline - Thursday

January 3
January 17
January 31
February 14
February 28
March 13
March 27
April 10
April 24
May 8
May 22
June 5
June 19
July 3
July 17
July 31
August 14

Publication Date - Friday

January 11
January 25
February 8
February 22
March 7
March 21
April 4
April 18
May 2
May 16
May 30
June 13
June 27
July 11
July 25
August 8
August 22

August 28

September 11

September 25

October 9

October 23

November 6

November 20

December 4

December 11

September 5

September 19

October 3

October 17

October 31

November 14

November 28

December 12

December 19

*MERRY CHRISTMAS
AND
HAPPY NEW YEARS!*