



WEEKLY ANNOUNCEMENT GUIDELINES

Publications

Weekly Announcements appear in the *Westminster Weekly Word*, our email newsletter delivered every Thursday around 4:00 p.m. You can also get the Weekly Announcements as a separate handout from the ushers on Sunday mornings or on the literature tables. A new announcement handout is available each Sunday. **Please note that announcements can only run for three consecutive weeks at a time in order to keep things fresh and interesting.**

Deadline

All Weekly Announcements must be submitted by **2:00 p.m. on the Tuesday prior to publication**. Any articles received after the 2:00 p.m. deadline will be included in the next week's publications.

Guidelines

1. All Weekly Announcement submissions must be limited to **100 words or less** (your audience is more likely to read your article submissions when they are down to the basic facts).
2. Please submit the article without any formatting. Please refrain from using ALL CAPS, **bolding**, *italics* or underlining. The only exception is the title of a book, in which case, please use *italics*.
3. Plain text articles can be put directly into the body of an email or attached as a Word document. You may attach any photos to the email, but do not place them in the Word document.
4. If using a Word document, please use the article's title for the file name.
Ex: DonateYourShoes.doc
5. In the **subject line** of your email, please include:
 - 1) the words "Weekly Announcement" or "WWW" (short for *Westminster Weekly Word*)
 - 2) the title of your article
 - 3) the publication date(s)
Ex: WWW – Donate Your Shoes – 2/10, 2/17, 2/24
6. In the **body** of your email, please include:
 - 1) the date you want the announcement to appear for the first time
 - 2) how long you want the announcement to run (three weeks max)
 - 2) the article title
 - 4) your contact information
7. Submissions must be sent to news@wpc.org.



the Westminster CHIMES

GUIDELINES

Publication

The *Westminster Chimes* is our periodic printed newsletter published according the approved dates.

Deadline

Articles are due by 11:00 a.m. on the approved dates. We're sorry, but any articles received after the deadline will not be included. You may resubmit your article for the next issue or edit it to appear in the Weekly Announcements.

Guidelines

1. There is no limit to the number of words in a Chimes article. However, if you plan on submitting anything that is more than half a page long, please email news@wpc.org as far in advance as possible.
2. Please submit the article without any CAPS formatting. **Bolding**, *italics* and underlining may be used.
3. Plain text articles may be put directly into the body of an email or attached as a Word document. You may attach any photos in their largest size to your email, but do not place them in the Word document.
4. If using a Word document, please use the article's title for the file name.
Ex: DonateYourShoes.doc
5. In the **subject line** of your email, please include:
 - 1) the publication month
 - 2) the word "Chimes"
 - 3) the title of your articleEx: Nov Chimes – Donate Your Shoes
6. In the **body** of your email please include:
 - 1) the article title
 - 2) any photos (as attachments)
 - 3) your contact information
7. Submissions must be sent to news@wpc.org.