



St. Paul Lutheran Church

Form to submit information for Weekly News

Your Name: _____

Phone: _____

Ministry Group (if applicable): _____

Dates to appear (**2 week maximum**): _____

Announcements must be submitted to the Church Office by Tuesday at noon. They should be typed or printed or sent by email to: karrib@stpaulfalls.com. If emailing, **the subject line should read: "Weekly News for (dates)"**. See the backside of this document for specific details on changes and announcement submissions.

All announcements may be edited for content or space. A form is not necessary when emailing.

Title (30 characters or less including spaces):

Date / Time / Location (30 characters or less including spaces):

Brief description (2 or 3 sentences, include contact information for reader):

Additional information on the reverse side.

Weekly News Changes:

Changes were made to keep the Weekly News inviting and not a repeat of last week.

We won't be printing the same message for more than 2 weeks in a row. The Weekly News is about things happening in the next few weeks. Begin publishing your message 2 weeks before people need that information.

We want to avoid repeating the same message week after week. People see the same message, tune out, and if you have made any small changes, they miss them. Instead consider the following. If you have a message that needs to be repeated, create 2 or 3 different messages. Your first message might be a "save the date" kind of message, the 2nd message might be "why should I care", and your 3rd message would give the details. This helps keep people's interest. If your message is about an event, plan your messages; 1st message "save the date", 2nd message at sign up time, third message either sign up deadline or event reminder. Each "message" should have a separate form submitted.

We will not be using bullet points; they take up a lot of room.

We won't be printing Thank Yous from individuals in the Weekly News. We will list them in the monthly newsletter.

We will not be listing individual names in announcements, instead use the name of the team or group.

The Weekly News will be separated into different sections – like our change with the website:

- Cover page: **Announcements**
- Page 2 - **Upcoming Events** (in the next 2 weeks)
- Page 3 - **Connect & Grow** announcements
- Page 4 - **Children & Youth** announcements should be submitted to Jeff and/or Nicole for approval
- Page 5 - **Family**
- Page 6 - **Prayers & Giving**
- Page 7 - **Community**
- Back page - **Information** (calendar, bulletin & flower sponsors, attendance, church address, phone numbers)

*If emailing a submission, the subject line should read: "**Weekly News for (dates)**".*