

Trinity Lutheran Church Publishing Request Form

Newsletter Article

- Due by the **20th** of the month.
- 150-200 words are about a quarter of a column with room for a graphic.
- If you **have photos to go with your article** please include them.
- Please send the **typed** article to editor@trinitystpeter.org

Be sure to include the following information in your article:

Title; What, where, when, and why; Cost, how to register, deadlines, etc. (*if applicable*); Contact person, and the following statement...

Please publish in the _____ newsletter.
(month)

The Announcements Page

- Due by **12:00 pm** on Wednesday.
- We will typically run an announcement for the 3 Sundays prior to the event (or the deadline to register for the event).
- It should be about 3-4 sentences (you can just take them from your newsletter article if you have one) in length.
- Please send the **typed** announcement to editor@trinitystpeter.org

Be sure to include the following information in your announcement:

Title; What, where, when, and why; Cost, how to register, deadlines, etc. (if applicable); Contact person and the following statement...

Please publish on the following Sundays: _____
(date) (date) (date)

Photos

If you have photos to share from your event/s please **email them** to editor@trinitystpeter.org or **upload them** to google drive and share them with editor@trinitystpeter.org.

Decisions to publish events on Trinity's website and Facebook page will be made by the church office staff.

Any information about events not related to the ministry of TLC is subject to approval for publishing by the pastors and dependent on space available in the publications of TLC.

Turn over for samples

Sample Newsletter Article

Five hundred years ago, one man took a stand that shook Europe and changed the world. Now you can see the story of **Martin Luther and the Reformation** brought to life through astonishing artworks and historical objects, traveling outside Germany for the first time ever. Trinity's Community Life Committee is sponsoring a bus trip on Saturday, January 7, 2017 to the Minneapolis Institute of Art to see this exhibit. This is a once in a lifetime opportunity so please get on this bus! The cost is \$20 for adults and children (birth to 12th grade) are FREE, bring your whole family. We will leave around 12:30 pm and return around 6:00 pm. **Please put your name on the sign-up sheet and get your ticket order form (with payment) in to the office by Sunday, December 4.**

Please publish in the December Newsletter

Sample Announcement

Reformation or Bust! Trinity's Community Life Committee is sponsoring a bus trip to see the Martin Luther exhibit on Saturday, January 7, 2017. The cost is \$20 for adults and children (birth to 12th grade) are FREE, bring your whole family. We will leave around 12:30 pm and return around 6:00 pm. **Please put your name on the sign-up sheet and get your ticket order form (with payment) in to the office by Sunday, December 4.**

Please publish on the following Sundays: 11/18 11/25 12/2

Sample Follow-up Announcement

Martin Luther Exhibit Bus Trip. Attention all attendees to this once in a life-time experience on Saturday, January 7. Please be at the church at 12:00 pm and expect to return around 6:00 pm. There is an audio guide available for this exhibit and you can save money by downloading it on your own device before you go (\$2.99 at iTunes Store or Android) or you can rent it onsite (\$6.00). Headphones are required, please bring your own or rent some from the gallery. We can't wait to see you on the bus!

Please publish on the following Sundays: 12/23 12/30 1/6