

## **Christ the King Publication Submission Guidelines**

Thank you for your interest in submitting to Christ the King Lutheran Church's publications. The following avenues are available for your use.

- + **Announcements**
- + **Herald**
- + **Flyers**
- + **Website**
- + **What's happening at Ctk marketing e-mail**
- + **Life @ Ctk Flyer**

Please make sure to read the following guidelines for submitting to each publication. Each submission is checked and edited by the communications coordinator. Please avoid putting words in all caps, exclamation points, and ellipses. Submissions should be sent to [carrie@ctknb.org](mailto:carrie@ctknb.org) in a plain word document. Text should be size 12 and Arial font. Please do not insert clip art, text boxes or other forms of special formatting. Attach photos and other graphic elements to the e-mail separately.

In the subject line of each e-mail please put the date and all publication(s) the announcements should be published in.

For example, the following e-mail will be published in the weekly announcements, the Herald, and the what's happening e-mail.

To: Carrie Gubsch ([carrie@ctknb.org](mailto:carrie@ctknb.org))

From: Hannah Johnson ([hannahjohnson@ctknb.org](mailto:hannahjohnson@ctknb.org))

Sub: 9.25.2011, Announcements, Herald, What's Happening

### **Announcements:**

Announcement submissions are due at noon on Thursday. Submissions will run at least three weeks prior to the event, depending on space and timing. Please limit submissions to less than 100 words, unless previously arraigned with the communications coordinator. Make sure to include all important information including who, where, what, when, why and contact information for the event.

### **Herald:**

Herald Articles are due on the fifth day of the month. Please limit submissions to less than 500 words, unless previously arraigned with the communications coordinator. Make sure to include all important information including who, where, what, when, why and contact information for the event.

**Flyers:**

Please bring flyers and hand other literature to the communications coordinator before distribution. For design help please contact the communications coordinator at least two weeks before the flyer needs to be distributed.

**Website:**

Website submissions will be placed at the earliest possible time slot. Please make sure to include all important information including who, where, what when, why and contact information. Photo submissions are encouraged.

**What's Happening at CtK marketing e-mail:**

What's Happening submissions are due at noon on Wednesday. Please limit all submissions to less than 150 words, unless previously arraigned with the communications coordinator. Photo submissions are encouraged.

**Life @ CtK Flyer:**

Life @CtK submissions are due at 8 a.m. Friday morning. Please keep submissions under 30 words on each side of the flyer. Make sure to give contact information.