

SHPC Communication/Publication Guidelines

Please complete the Communications Job Request Form and return to the Communications Coordinator.

1. Deadlines: Bulletin & weekly email info – Tuesday at noon in the Communication Coordinator’s mailbox at the church office or email. Highlights – Check with Communications Coordinator or in the previous month’s Highlight – generally by the second or third Tuesday of the month.
2. We publish information **up to** 3 times in the bulletin (generally the three weeks before an event but occasionally one announcement early and the other two closer to time).
3. Please provide enough information so that we can make the announcement fresh each week but, also, keep it concise and to the point.
4. Please know that all submissions may be edited for grammatical and space constraints.
5. If you have wording in your announcement that needs to be exact, please communicate that to Suzanne several days before the deadline.
6. If your announcement includes pictures, make sure that we have a permission form on record at the church before the deadline (Tuesday at noon). See below for the permission form.
7. We can publish information in the weekly bulletin, monthly Highlights Newsletter, weekly email, and our website. We can also help you create posters or contact outside media sources. See above for deadlines.
8. For website announcements and posters, contact Communications Coordinator directly with the specifics. Don’t plan for your information to be posted on the website or posters created without a specific request.
9. For outside media, contact the Communications Coordinator as soon as possible for specifics. Know that requests to the media must be in to the media sources by Monday at 5pm. The church staff members are tied up with staff meeting and other responsibilities on Mondays. Any assistance you need for media coverage (press release, newspaper ads, etc.) from church staff must be complete by the previous Tuesday at noon.
10. If in doubt, contact the Communications Coordinator by Noon on Tuesdays. Be sure to leave good contact information as he/she works odd hours and may need to get back to you at a later time.

Communications Coordinator - Suzanne Cornett - scornett@southhighland.org or (205) 933-0790

Permission form:

Print this out, sign it, and turn it into Suzanne

I give the staff of SHPC permission to use pictures of me/my family taken at church functions in publications for South Highland Presbyterian Church. These publications include bulletins, Highlights, newsletters, brochures, and the website.

Name: _____

This permission includes _____ (list family members included)

OR have the person giving permission to email this statement back to scornett@southhighland.org.

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Family Members include: _____