

PREPARATION WORKSHEET
Meeting House News (MHN) – Monthly
Deadline: Tuesday, Noon

This document is to help you prepare the information you will need to complete the online submission form. You will need to complete the online form at one time.

Please note, we recommend:

- Deadline is Tuesday by Noon on the dates shown due to copy edit and layout requirements.
- Allow extra time for reservation and confirmation of room before completing online submission.
- Allow extra time for committee review and approval
- Only submit the FINAL approved content in your submission.
- Remember to email your image(s) to the Editor. See last page for details.

MHN Deadlines & Publication Dates

Issue	Deadline	Publication
Sep	15-Aug-17	23-Aug-17
Oct	12-Sep-17	20-Sep-17
Nov	17-Oct-17	25-Oct-17
Dec	14-Nov-17	22-Nov-17
Jan	12-Dec-17	20-Dec-17
Feb	16-Jan-18	24-Jan-18
Mar	13-Feb-18	21-Feb-18
Apr	13-Mar-18	22-Mar-18
May	17-Apr-18	25-May-18
Jun*	15-May-18	23-May-18
Sep	21-Aug-18	29-Aug-18

DETAILS

Date for publication _____

Sponsoring organization _____

Name of submitter/contact _____

Email _____

Phone _____

Event Title (5 word max) _____

Day of Week _____

Month _____

Date of Event _____

Time (range) (Example: 7:00 to 8:00 p.m.) _____

Room (please submit your room request and receive your confirmation before submitting this publicity request) _____

Description (100 words or less for entire submission)

Description *(continued)*

IMAGES

Images make a very big difference in the readability of your submission. Be sure to email a JPEG or PNG image(s) to the publication's editor.

- Put the **Event Title** and **Event Date** in the SUBJECT line.
- For a submission to The Sunday News and/or FP Announce, please email the image(s) to the editor sburns@firstparish.org.
- For a submission to the Meeting House News, please email the image(s) to the editor wolfberg@post.harvard.edu.