

Publicizing Events at First Parish in Concord

How-To Guidelines for Submitting to FP Weekly and the Sunday News

Updated January 2, 2020

Submissions Guidelines:

- Submit all files in Word, TXT, or .RTF file, **no PDFs**.
- FP Weekly submissions can be submitted once and included each week until the event is over, but Sunday News submissions can only appear three times. Please include which three Sundays you would like in your email.
- Include event title, day of week, month, date, time (range), room.
- Include a description, along with sponsoring committee/organization (events not sponsored by a First Parish group or committee cannot be publicized).
- Images (.JPG or .PNG) must be attached **separately** from word document.
- Include a contact person with name, email, and phone number.
- Maximum 100 word count, please no formatting or abbreviations.
- Be sure to spell check, we go with what you send us.
- Always be sure to reserve your room with Doug Baker, dbaker@firstparish.org, before publicizing an event. If you make changes to your room or timeslot but have already submitted a blurb for publication, you must resubmit the blurb with updated information by the next applicable deadline.

Example Submission:

Annual Tea Party

Tuesday, September 14, 11:00 a.m. to 1:00 p.m., in the Parlor

Join the us for a lovely afternoon of tea, snacks, and fellowship. This beloved tradition comes but once a year, we hope to see you there! Hosted by the First Parish Social Gathering Committee. For reservations or more information, please contact Susie Grady at suegrady@gmail.com or 617-8211.

Page Formatting:

- Times New Roman, Size 12 is standard.
- Do not add creative any formatting. It will only be undone.
- No bolding, italics, tabs, or spaces to position text.
- Please do not use "&."
- Write out the full state name, no abbreviations.
- You are responsible for spelling. Please do not assume we know.

FP Weekly Deadline: Noon Friday for circulation the following week.

Sunday News Deadline: Noon Wednesday before Sunday service.

Please send all news submissions or questions to Sarah Burns,
Church Administrator, at sburns@firstparish.org or 978-369-9602.