

2018 Communicator Deadlines

ISSUE MONTH	ARTICLE DEADLINE BY NOON
FEBRUARY, 2018	JANUARY 17
*MARCH, 2018	FEBRUARY 14
*APRIL, 2018	MARCH 14
MAY, 2018	APRIL 18
JUNE, 2018	MAY 16
JULY, 2018	JUNE 20
AUGUST, 2018	JULY 18
SEPTEMBER, 2018	AUGUST 22
OCTOBER, 2018	SEPTEMBER 19
NOVEMBER, 2018	OCTOBER 17
*DECEMBER, 2018	NOVEMBER 14
*JANUARY, 2019	DECEMBER 12

*Please note, that for most months, the Communicator articles are due on the third Wednesday. However, some months have been pushed up due to holiday closings. Please make note of these months and prepare for them ahead of time.

Article Guidelines

- **SEND ALL ARTICLES TO COMMUNICATOR@SARDIS.ORG by NOON on the deadline date.**
- **Your event /drive/fundraiser must be approved and on the church calendar before it can be communicated.** To add your event to the calendar, fill out an event request form and return it to danelle.kime@sardis.org.
- **BE BRIEF. Keep articles to 4-5 sentences.** Half-page and full-page articles will be shortened due to space constraints. You may contact Nikki Bolton, nikki.bolton@sardis.org, about adding your longer article to the news page on the Sardis website.
- **Who, What, Where, When, Why, How, Contact.** These questions should all be answered in your article. Who is your audience? What is the event? Where is the event taking place? When will it be (time and date)? Why should your audience participate? How can your audience participate? Who can your audience contact with questions?
- **Images.** A picture may be sent in to support your article (keep in mind that these will be printed in black and white). Pictures do not have to be used, but if you do send one in, it must be a high quality image that will translate clearly into print.
- **Proof Read.** Make sure the article you send in is grammatically correct, everything is spelled correctly, and times and dates are correct.