

2019 Communicator Deadlines

ISSUE MONTH	ARTICLE DEADLINE BY NOON
FEBRUARY, 2019	JANUARY 16
*MARCH, 2019	*FEBRUARY 13
APRIL, 2019	MARCH 20
MAY, 2019	APRIL 17
JUNE, 2019	MAY 22
JULY, 2019	JUNE 19
AUGUST, 2019	JULY 17
SEPTEMBER, 2019	AUGUST 21
OCTOBER, 2019	SEPTEMBER 18
NOVEMBER, 2019	OCTOBER 16
*DECEMBER, 2019	*NOVEMBER 13
*JANUARY, 2020	*DECEMBER 11

*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 or how the month falls. 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.