

2020 Communicator Deadlines

ISSUE MONTH	ARTICLE DEADLINE BY NOON
March 2020	February 19
April	March 18
May	April 15
June/July Summer Issue	May 20
August	July 22
September	August 19
October	September 16
November	October 21
December*	November 11*
January 2020	December 16

*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.