

FPC Communications Committee

VISION AND PURPOSE

To strengthen FPC internal and external communications in various forms of publications and promotions.

PRINTED MATERIALS POLICY

In order to disseminate information in a uniform manner, the Communications Committee proposes the following policy for printed material from the committees, Session, and administration.

Materials being distributed internally and externally from First Presbyterian Church, Lawrence, should send their proposed material to the following after it has been approved by the originating committee or group:

1. Submit draft to Communication Committee for their input
2. Submit draft to Administrative Staff for their input and approval
3. Present final draft for Session approval if needed

Keep in mind:

- Printed materials must be proofed for accuracy and appropriateness.
- The image we forward to others about FPC is important to our identity as a “Welcoming and Open Church” to all who seek God.
- The Communications Committee seeks to be an advocate for committees, in their work, and will assist in any way needed to ensure our messages are clear in how we want to be perceived by our members and friends.

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PUBLICATION PROCEDURES

Sending Articles for Publication

1. Submit article as a Microsoft Word document attached to an email.
2. Include in the heading:
 - Title of article
 - Number of words
 - Publication name
 - Publication month and day of issue
 - Publicity contact information
3. Double-space the text.
4. Article may be altered at the editor's discretion.
5. Photos
 - a. Images accompanying an article should be of high quality for reproduction
 - b. submit files attached to an email or on CD
 - c. For initial review and web use, low-density (72 dpi) jpg files will suffice.
 - d. For publication, send high-density (300 dpi) files. Black-and-white or color prints are not acceptable. Identify each photo with content and credit line.

***FIRST PRESS* Newsletter**

1. Submit articles for publication to the church administrator, Linda Bridges, at fpcadministrator@sunflower.com.
2. Deadline to submit an article is Thursday noon after the monthly Session meeting (usually the second Tuesday of the month).
3. Each article submitted is limited to one newsletter issue. However, articles may be resubmitted for future issues.

Sunday Bulletin

1. Submit articles for publication to the church administrator, Linda Bridges, at fpcadministrator@sunflower.com.
2. Deadline to submit an article is Tuesday noon.
3. Submittal usually will be included in the bulletin for both services.

Exterior Sign Changeable Text

1. Submit text for the sign to the church administrator, Linda Bridges, at fpcadministrator@sunflower.com.
2. Deadline to submit is Tuesday noon.

Website

1. Submit articles for publication to the church administrator, Linda Bridges, at fpcadministrator@sunflower.com.
2. Deadline to submit an article is TBD.