

# ***Publication Policies***

## **Weekly Bulletin**

1. Friday - Monday: Begin receiving ads for upcoming weekend's bulletin.
2. Tuesday: Continue to receive ads, begin work with information at hand. Design cover art.
3. Wednesday: Continue to receive ads until end of day. **CUT OFF 6:00 PM**
4. Create draft, send bulletin draft off for proofing for typos and incorrect information (bulletin will be proofed by Pastor's Secretary in addition to other staff members as needed).
5. Thursday: Finalize bulletin, print bulletin.

## **The Herald**

1. The Herald will be published in four quarterly installments (December - February, March - May, June - August, September - November).
2. The **deadlines** for *all* content are: **February 1, May 1, August 1, and November 1.**
  - a. Reminders will continue to be sent out as the deadlines approach.
3. The received material will be type set into template as it arrives along with the cover art for that quarter in order to expedite publication.
4. The Herald will be available for proofing no later than the 3rd day of the deadline month.
  - a. (Herald will be proofed by Pastor's Secretary in addition to other staff members as needed)
5. Once the material is received, the Herald will be published on the website no later than one week after the content deadline, (i.e., if deadline is Nov 1, the Herald will be on the site by Nov 7.)
  - a. The Herald will be published at this time **regardless** of content submitted.

(Should the deadline or publication date fall on a weekend, 3 extra days may be given for publication)