

CHANCERY TO PARISH COMMUNICATIONS

C2P – Weekly Parish Newsletter

SUBMISSION FORM

Announcements will appear for two weeks. The first week it'll appear with a photo in the orange section labeled "New this Week". The second week it'll appear in the blue section labeled "Announcements Reminders". If there is a compelling reason to extend the run date, the request may be accommodated.

Events: The first time an event is listed, it will appear with a photo in the "New Events" section. One and two weeks prior to event date, event is listed without a photo in the "Upcoming Events" section. All events that appear in the C2P can be found through the "Click here for all events" button until event occurs.

Deadline: Submissions are due Tuesday at 5pm the week prior to the run date. The newsletter is emailed to parishes at 4:30 a.m. Monday morning. If a holiday falls on Monday, the C2P mails on Tuesday at 4:30 a.m.

PLEASE FILL OUT THE ITEMS BELOW:

DEPARTMENT:

TITLE OF ANNOUNCEMENT:

DESCRIPTION OF ANNOUNCEMENT: (APPROXIMATELY 35 WORDS OR LESS)

LINKS:

EVENT DATE + START AND STOP TIME:

EVENT LOCATION:

ATTACHMENTS: SEND TO C2PADMIN@SEATTLEARCH.ORG WITH YOUR SUBMISSION FORM.

CONTACT INFORMATION:

NAME:

EMAIL:

DEPARTMENT: