

2018-2019 Trinity Cathedral Communications Deadlines

Cathedral Connections Magazine Deadlines

Trinity Cathedral's *Cathedral Connections* Magazine is mailed five times a year. In order to allow appropriate time for design, proofing and printing, ***all content must be received electronically by 5pm on the deadline day.*** Late submissions will not be included.

- September/October 2018 "Hospitality" Theme: **Deadline is Thursday, August 2**
- November/December 2018 "In the Moment" Theme: **Deadline is Tuesday, October 2**
- January/February 2019 "Looking Back and Looking Forward" Theme: **Deadline is Monday, December 3**
- March/April 2019 Theme TBD: **Deadline is Friday, February 1**
- Spring/Summer 2018* Theme TBD: **Deadline is Wednesday, April 3** *Please note this issue covers May, June, July and August 2019.

Weekly Tidings Deadline

Trinity Cathedral's weekly newsletter is delivered via email at 12 am on Tuesday and mailed bi-weekly (to parishioners that opt-on) on Monday afternoon. The deadline for *Tidings* is **5pm the Friday before** the Tuesday morning issue. **Please note:** submissions made after the deadline are not guaranteed for *e-Tidings* submission.

Print Communications Materials

Print communications include postcards, invitations, brochures, booklets, cards, fliers, etc. Please allow **10 days** turnaround time for all print materials.

Online Communications

Online communications include email blasts, online registration with payment, new pages added to the website, complete change in website content on a page, online surveys, blogs, social media campaign, etc. Please allow **5 days** turnaround time for all online communications.

Online Forms/Registrations

All online forms must be submitted **5 days prior** to publish date and must be approved by the Finance department (if requiring payment). When submitting online form requests, please include **1) All information** to collect in form (name, email, phone, etc.) **2) Dates to publish** – please include both a start date and an end date and **3) Email notification** – please include the email that you would like for form submissions to be sent (if any).

Bulletin Announcements

All bulletin announcements should be emailed to athompson@trinitysc.org by **Tuesday at 5pm** for the following Sunday bulletin. Verbal Sunday announcements should be sent to Tim Jones.

***Please submit all communications requests via email to athompson@trinitysc.org.*