

GLURC Quarterly Newsletter Events Submissions

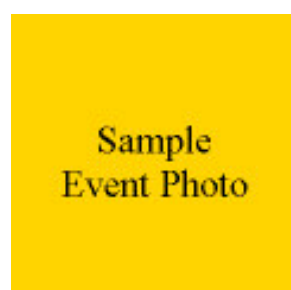
Guidelines and Info

We invite you to submit your event information for the next GLURC quarterly newsletter.

The current deadline to submit your events is available in our most recent newsletter. Please consult it for the deadline, or if unable to do so, you may use the email below to ask. Events submitted beyond the listed deadline date may not be included due to time and preparation constraints.

Formatting Your Submission

EACH & EVERY individual event that you submit should be formatted using the following example:



Event Title

Date

City, State (that the event will be held in)

Event Contact Name & Info

Website (if you have one)

This is where your event description goes. Please keep event descriptions to a maximum of 200 words or less. Be sure to include your church's and/or the sponsor's name and any other relevant information.

Additional Guidelines

Please remember that there will be many submissions, and space is an issue. In order to give everyone a fair representation, the following guidelines will apply...

- Event descriptions: **200 words or less**

- If you want people to be able to download additional documents (like registration forms, etc.), **you must send a web-link to the document.** Please DO NOT send the actual documents.

Tip: Another easy thing to do if you want them to download forms or documents is to make them available on your website and say that in your event description.

- Photos: **maximum 1 photo per event.** Please keep your photo to a relatively small size, referring to the example of the Sample Event Photo above if in doubt (size is 120x120 pixels).

Sending Your Submission

After you have formatted your submissions according to the guidelines above, please email your events to Robin Volker at robin@unitydelawareohio.org.