



*Baleville Congregational  
Christian Church*

## Announcement Guidelines

It's great to hear from you! Before you submit an announcement for the congregation, here are a few guidelines for you to know.

- 1) Announcements have to be submitted to [office@baleville.com](mailto:office@baleville.com) no later than two (2) weeks ahead of their intended publication.
- 2) You need to include:
  - a. A short sentence capturing the event: Who, what/why, where, when and how.
  - b. Who to contact and how to contact them. Remember that the church office may not be aware of the details, so you might want to include your direct contact information.
- 3) Announcements have to be pertinent to our mission as a community of faith and cannot be commercial or private in nature.
- 4) Due to technological limits and stylistic concerns, the office reserves the right to modify submissions as necessary.